FIRE OFFICER I
NFPA 1021, 2014 Edition

JPR #FOI-I

Candidate: _________________________________  Date: _______________________
Candidate #: _____________________________________

STANDARD: 
4.2.2 and 4.2.2 (B)
4.2.6 and 4.2.6 (B)

Topic Area:
Human Resource Management
NFPA 1021, 2014 Edition

TASK: The instructor trainee will assign tasks or responsibilities to unit members, given an assignment under nonemergency conditions at a station or other work location, so that the instructions are complete, clear and concise; safety considerations are addressed; and the desired outcomes are conveyed.

The Instructor trainee will coordinate the completion of assigned tasks and projects by members, given a list of projects and tasks and the job requirements of subordinates, so that the assignments are prioritized, a plan for the completion of each assignment is developed, and members are assigned to specific tasks and both supervised during and held accountable for the completion of the assignments.

PERFORMANCE OUTCOME: The instructor trainee will assume the role of Company Officer supervising other Firefighters at a station. The candidate will write a detailed narrative outlining how non-emergency job duties or projects to unit members such as (station duties, apparatus maintenance, and special projects) will be assigned. The assignment will be to assign specific tasks and resources to each individual firefighter, provide for adequate supervision and safety considerations, so that the assignment is completed. Make a written plan of what specific tasks and resources are assigned to each firefighter. Establish an order of priority of tasks and a timeline for completion. The company will remain run-ready at all times.

CONDITIONS: This skill must be submitted to the Evaluator.

EQUIPMENT REQUIRED: Simulated non-emergency condition at work location; standard operating procedures; list of projects and tasks, list of job requirements of subordinates; and writing/technology equipment.


<table>
<thead>
<tr>
<th>No.</th>
<th>Task Steps</th>
<th>Task Value</th>
<th>First Test Score</th>
<th>Retest Score</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Assign tasks or responsibilities to unit members during a non-emergency incident</td>
<td>2.0</td>
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<tr>
<td>2.</td>
<td>Instructions are complete, clear and concise</td>
<td>2.0</td>
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<td>3.</td>
<td>Safety Considerations are addressed</td>
<td>2.0</td>
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<tr>
<td>4.</td>
<td>Desired outcomes are conveyed</td>
<td>1.0</td>
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<tr>
<td>5.</td>
<td>Assignments are prioritized</td>
<td>2.0</td>
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<tr>
<td>6.</td>
<td>Members are supervised during tasks</td>
<td>1.0</td>
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</table>

TOTAL 10.0

Total Points Possible = 10
Total Points Needed to Pass = 7
Total Points Scored = ________
☐ Pass    ☐ Fail
JPR #FOI-I

Proctor/Candidate Comments:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Proctor Signature ___________________________ Date ___________ Candidate Signature ___________________________ Date ___________

Re-Test Proctor ___________________________ Date ___________ Re-Test Candidate ___________________________ Date ___________
Read the following Fire Station Environment:

Welcome to the Marine Institute Volunteer Fire/Rescue Department. You will utilize this Volunteer Fire/Department environment throughout the remaining assignments/JPRs. As you progress through each of the assignments/JPRs, you will note that there will be more policies and procedures presented, depending on what your task requirements are. So be sure to read all components of the assignment/JPR.

The Marine Institute Fire/Rescue Department consists of a building that is 100 feet long and 80 feet wide. It houses two bays that are 16 feet wide. There is a 16 feet work area between both doors.

Inside are 2 pumpers and 1 support vehicle. One pumper is a 15 year old (1998) 840 Metalfab, with a 500 gallon tank, gas engine and standard transmission. The second pumper is a 2010 E-1, 1050 gallon tank, diesel engine and has automatic transmission. The support vehicle consists of a 2004 F350 Ford cube van. This department has 12 Scott SCBA’s and a total of 20 - 2216 composite Scott cylinders available for use.

The 30 x 30 training room is located in the back part of the building. There is also a 22 x 50 office/utility space area. Training times for members are held on Thursday evening from 7:00 – 9:00 p.m. This training includes powerpoint presentations, guest speakers, skills demonstrations, drills, etc. Twice a year (usually May and November) a live-fire training weekend is conducted for all Firefighters. Members are required to review the equivalency checklist, established by the Department, based on the NFPA 1001 Level I and Level II Standard.

This is a volunteer fire/rescue department which has 24 active members, not including the Fire Chief. Here is a listing of the members:

1. **Fire Chief**  
   Watkins

2. **Deputy Chief**  
   Banks

3. **Captain**  
   Long

4. **Lieutenant**  
   White

5. **Training Officer**  
   Snow

6. **Treasurer**  
   Dunne

7. **Firefighter**  
   Hawks

8. **Firefighter**  
   Blanc

9. **Firefighter**  
   Penny

10. **Firefighter**  
    Black

11. **Firefighter**  
    Smith

12. **Firefighter**  
    Barry

13. **Firefighter**  
    Chalk

14. **Firefighter**  
    Short

15. **Firefighter**  
    Strong

16. **Firefighter**  
    Taylor

17. **Firefighter**  
    Joe

18. **Firefighter**  
    Perry

19. **Firefighter**  
    George

20. **Firefighter**  
    Noon

21. **Firefighter**  
    Lynch

22. **Firefighter**  
    Power

23. **Firefighter**  
    Brown

24. **Firefighter**  
    Doyle

25. **Firefighter**  
    Marks
The Fire Chief has policies and procedures put in place to ensure that the department remains in a run-ready state at all times and all members complete training on an ongoing basis. Part of the policies and procedures include that the members participate in non-emergency tasks for completion around the fire hall. These include the following tasks that must be completed on a weekly basis; outside of any designated training times, generally from 6:00 to 9:00 p.m. on Tuesday evenings:

- Apparatus checks (equipment, fluid levels)
- Tools and appliances checks
- Cleaning of all floors
- Radio checks
- Small engine checks (PPV, portable pumps, power generators, etc.)
- Cleaning of apparatus
- Paging System checks
- Protective clothing checks
- Prepare training room for training
- SCBA checks
- Cleaning of washrooms
- All reports completed (training report forms, incident report forms, etc.)
- Nozzles checked
- Medical equipment checks
- Inventory complete of the supply room

The volunteer members also receive an Honorarium in the amount of $6,000.00 per year. This is broken into two pay periods - $3,000.00 on the first Thursday in June and $3,000.00 on the first Thursday in December. This honorarium pay is based on training, number of calls attended and off duty work assignments completed.

Your Task:

It is your responsibility to assume the role of Company Officer supervising other volunteer firefighters at the Marine Institute Fire/Rescue Department. Write a detailed narrative outlining how all non-emergency job duties will be assigned. Be sure to assign specific tasks and resources to each individual firefighter, and establish an order of priority of the tasks and a timeline for completion. The company will need to remain run-ready at all times.
FIRE OFFICER I
NFPA 1021, 2014 Edition

JPR #FOI-2

Candidate: _________________________________  Date: _______________________

Candidate #: _____________________________________

STANDARD:
4.2.1 and 4.2.1(B)

Topic Area:
Human Resource Management

NFPA 1021, 2014 Edition

TASK:
The instructor trainee will assign tasks or responsibilities to unit members, given an assignment at an emergency incident, so that the instructions are complete, clear and concise; safety considerations are addressed; and the desired outcomes are conveyed.

PERFORMANCE OUTCOME: The instructor trainee will assume the role of Company Officer supervising other Firefighters at an emergency scene. The instructor trainee will assign specific tasks or responsibilities to unit members at an emergency incident. Make a written plan of what specific tasks or responsibilities are assigned to each firefighter. Establish an order of priority of tasks and a timeline for completion

CONDITIONS: This skill must be submitted to the Evaluator.

EQUIPMENT REQUIRED: Simulated emergency; standard operating procedures; and writing/technology equipment


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<thead>
<tr>
<th>No.</th>
<th>Task Steps</th>
<th>Task Value</th>
<th>First Test Score</th>
<th>Retest Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Ensures instructions are condensed for frequently assigned unit tasks based on training and standard operating procedures</td>
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<tr>
<td>2.</td>
<td>Assign tasks or responsibilities to unit members during an emergency incident</td>
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</tr>
<tr>
<td>3.</td>
<td>Instructions are complete, clear and concise</td>
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<td></td>
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<td>4.</td>
<td>Safety Considerations are addressed</td>
<td>2.0</td>
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<td>5.</td>
<td>Desired outcomes are conveyed</td>
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<td>6.</td>
<td>Assignments are prioritized</td>
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<td>7.</td>
<td>Members are supervised during tasks</td>
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<td>8.</td>
<td>Timeline for completion is identified</td>
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TOTAL 12

Total Points Possible = 12
Total Points Needed to Pass = 9
Total Points Scored = _______
☐ Pass  ☐ Fail
| Proctor/Candidate Comments:                                                                 |
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<tr>
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<tr>
<th>Re-Test Proctor</th>
<th>Date</th>
<th>Re-Test Candidate</th>
<th>Date</th>
</tr>
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</table>
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This is a volunteer fire/rescue department which has 24 active members, not including the Fire Chief. Here is a listing of the members:

1. **Fire Chief**
   Watkins

2. **Deputy Chief**
   Banks

3. **Captain**
   Long

4. **Lieutenant**
   White

5. **Training Officer**
   Snow

6. **Treasurer**
   Dunne

7. Firefighter Hawks

8. Firefighter Blanc

9. Firefighter Penny

10. Firefighter Black

11. Firefighter Smith

12. Firefighter Barry

13. Firefighter Chalk

14. Firefighter Short

15. Firefighter Strong

16. Firefighter Taylor

17. Firefighter Joe

18. Firefighter Perry

19. Firefighter George

20. Firefighter Noon

16. Firefighter Taylor

17. Firefighter Joe

18. Firefighter Perry

19. Firefighter George

20. Firefighter Noon

21. Firefighter Lynch

22. Firefighter Power

23. Firefighter Brown

24. Firefighter Doyle

25. Firefighter Marks
Scenario Provided:

At 2:35 a.m., the Marine Institute Fire/Rescue Department receives an alarm, over the paging system, of a confirmed working fire in the kitchen and front entrance of a residential structure located at 56 Rose Avenue. This structure is a single family bungalow (Refer to Plot Plan on next page) with a fully finished basement. It is noted that this residence belongs to John and Lisa Nichols, who have two small children, ages 5 and 7. Everyone has left the structure and is safely located at the neighbor’s house across the street.

Like all volunteer fire departments, persons are needed to report to the fire hall to obtain vehicles, while the other firefighters drive to the scene in their own vehicles. The departmental policy for this fire department is that there is to be a driver and at least one passenger in each pumper before it leaves the fire hall and the support vehicle requires only a driver. On all structure fires, both pumpers and the support vehicle are to report to the scene.

At 2:42 a.m.
- Pumper 1 arrives on scene with 2 persons (Firefighter Chalk and Firefighter Penny)
- The Fire Chief arrives in his personal vehicle
- The Support Vehicle arrives with 2 persons (Captain Lon and Firefighter Black)
- 2 Firefighters have arrived in their personal vehicles (Firefighter Taylor and Firefighter Hawks)

- Upon arrival at the scene, there is visible smoke and fire coming from the kitchen and rear entrance of the structure.

At 2:46 a.m.
- Pumper 2 arrives with 2 persons (Deputy Chief Banks and Firefighter Short)
- 3 Firefighters have arrived in their personal vehicles (Firefighter Smith, Firefighter Barry, and Firefighter Marks)

At 2:50 a.m.
2 Firefighters have arrived in their personal vehicles (Firefighter George and Firefighter Brown)

At 3:00 a.m.
The final 2 Firefighters have arrived in their personal vehicles (Firefighter Blanc and Firefighter Joe)

This gives you a crew consisting of the Fire Chief, Deputy Chief, Captain and 13 Firefighters.
PLOT PLAN: Showing property lines and location of house inside its boundaries:

Owner: John and Lisa Nichols

Location: 56 Rose Avenue, Marine Institute, Newfoundland

- Outside Electrical on the Residence
- Hydrant Location

Street
City Easement
Telephone Pole
Drive
4' Walk
2 Steps
Window
3' Door
Spigot
House

Gas Line
Water Line

Woods
Trees
Drainage

Neighbor
Side A

Side C

Side D

Side B
INTERIOR PLOT PLAN: 2 Bedroom, 1 Dining Area, Office Space, Kitchen and 2-Car Garage
400 sq. ft. garage / 54 sq. ft. front porch  NOTE: This is not scale drawing

Front Entrance
Your Task:

Upon arrival at the scene, you are the Company Officer in charge. You are to make a written plan where you will assign tasks and responsibilities to the arriving firefighters, so that instructions are complete, clear and concise and safety considerations are addressed to achieve desired outcomes.

Remember: It is always the priority consideration for Company Officers that life safety is the first consideration.

Here is a listing of some of the tasks that you as the Company Officer are to consider:

- Assuming command
- Complete size-up
- Establish if structure is occupied or unoccupied. If expected to be occupied, being a safe and effective search and rescue operation
- Coordinate and position required apparatus and equipment
- Establish an Incident Command System (RIT and Sectoring of fire ground operations – attack, rescue and ventilation)
- Coordinate fire attack
- Establish water supply
- Continuous evaluation of entire operation
- Bench marks are achieved (containment, under control, extinguishment, etc.)
- Maintain quality communications between dispatch and all personnel at fire scene
Written Plan:

_____________________________________________________________________
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8
JPR #FOI-3

Candidate: _________________________________  Date: _______________________
Candidate #: _____________________________________

STANDARD: 4.2.3, 4.2.3(B), 4.2.4(B), 4.3.1(B), 4.3.2(B), 4.4.2(B), 4.4.5(B), 4.5.2(B), 4.6.1(B), 4.6.2(B), 4.6.3(B), 4.71.(B), 4.7.2(B), 4.7.3(B)

Topic Area: Human Resource Management

NFPA 1021, 2014 Edition

TASK: The instructor trainee will direct unit members during a training evolution, given a company training evolution and training policies and procedures, so that the evolution is performed in accordance with safety plans, efficiently and as directed.

ELLUMINATE LIVE – NOTE FOR ONLINE / Videos – Student can evaluate the skills

PERFORMANCE OUTCOME: The instructor trainee will direct unit members during a training evolution, so that the evolution is performed in accordance with safety plans, efficiently and as directed.

CONDITIONS: This skill must be performed in front of the Evaluator.

EQUIPMENT REQUIRED: Training evolution; training policies and procedures; and writing/technology instruments


<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>The Instructor Candidate demonstrates</td>
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<td></td>
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<tr>
<td>2.</td>
<td>Distribute issue-guided directions</td>
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<tr>
<td>3.</td>
<td>Safety plans are followed and verbalized</td>
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<td>4.</td>
<td>Direct unit members during a training evolution</td>
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<td>5.</td>
<td>Followed policies and procedures provided</td>
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<td>TOTAL</td>
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<td>10</td>
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Total Points Possible = 10
Total Points Needed to Pass = 7
Total Points Scored = _______

[ ] Pass  [ ] Fail
FIRE OFFICER I
NFPA 1021, 2014 Edition

JPR #FOI-3

Proctor/Candidate Comments:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Proctor Signature   Date   Candidate Signature   Date

Re-Test Proctor     Date   Re-Test Candidate    Date
Instructions for Project 4:

For In-Class Course:

Firefighters (designated by the proctor) will assist in performing one of the following evolutions under your direction:

- How to Make a Twin Donut Roll
- Coupling Hose (1 Firefighter Foot-Tilt Method or 2 Firefighter Method)
- Uncoupling a Tight Coupling Fire Hose Connection

It is your task to direct these unit members as they perform this training evolution, using the Evaluation Sheet provided. You are to evaluate the firefighter(s) performance during the application step. The necessary equipment, directions and associated policies and procedures concerning safety plans are provided, as they relate to the Marine Institute Volunteer Fire/Rescue Department.
Purpose:
To establish a guideline for all Marine Institute Fire/Rescue Volunteer Members regarding Fire Hose Connections and properly Rolling Fire Hose.

Scope:
This Standard Operating Procedure will apply to all volunteer members of the Marine Institute Fire Rescue Department.

Fire Hose Connections and Hose Rolls:
During both training and emergency activities, fire hose connections and the rolling of fire hose the Marine Institute Volunteer Fire/Rescue Department requires all personnel to wear full personal protective clothing (including full bunker gear, helmet, bunker boots and firefighting gloves).

All connections must be made securely to ensure no leakage from the fire hose during training and emergency operations. This can involve the assistance of a spanner wrench.

For training purposes: Fire hose must be connected and rolled outside in the parking lot area if the weather permits. If the weather is unfavorable, the connections and rolls can occur within the fire department truck bay area. Immediately upon completion of training, all hose must be properly rolled and placed back in the hose rack.

Damaged Hose - Whether at an emergency scene or during training, if hose damage is identified, this hose is not to be placed back on the truck. It is to be removed from service by performing a straight roll where the MALE Coupling is on the outside. This will ensure that this hose is not returned to active service. During training or when returning to the station from an emergency scene, this hose is to be properly tagged with the tags provided in the Fire Chief’s Office. The tag includes the date, time and person identifying the damage.

Unclean Hoses – Please ensure that any unclean hose returning from an emergency scene or during training is hosed off and cleaned with soapy water and rinsed. This will then be laid on the hose drying rack and returned to proper location when dried.

Hose Rack - All 1 ½-Inch hose is to be Straight Rolled and returned to Hose Rack. All other Hose is to be placed in a Donut Roll and returned to the Hose Rack.
Compartment Four of Pumper One - The 4 rolls of 1 ¾"-Inch hose is to be Donut Rolled and placed back in the compartment after training use.

Safety:
If someone is injured while handing or rolling fire hose, during either an emergency situation or training, the individual is to be taken immediately to the local hospital to be checked. Within 48 hours (if released and capable), the individual is to complete a fire department injury report form (See SOP 1-14) to outline the incident and actions taken.
Marine Institute directions and listing of equipment necessary to perform each evolution:

# 1 - How to Make a Twin Donut Roll:

**Equipment Needed:**  
One 50 or 100 foot length of 1 ½- Inch or 1 ¾ hose  
1 designated Firefighter to perform the operation

**Benefits of Twin Donut:**
- More adaptable to 1½-inch and 1¾-inch hose  
- Produces a compact roll for carrying or transporting

**Directions:**
- Stretch hose out, then make 2 parallel lines with couplings together  
- Fold loop end over and upon the second line to start roll  
- Roll toward couplings, making a twin roll of less total diameter than 1  
- Loop strap through roll for quick-release hitch

#2 - Coupling 2 lengths of Fire Hose - 1 Firefighter Foot Tilt Method

**Equipment Needed:**  
Two lengths of 50 or 100 foot length of 1 ½- Inch or 1 ¾-Inch hose  
1 designated Firefighter to perform the operations

**Directions:**
- Keep flat sides of male and female couplings in the same plane  
- Identify the Higbee Cut and Higbee Indicator and connect hose properly  
- Face second coupling with 1 foot near the male end  
- Place foot on hose behind male coupling and apply pressure to tilt upward  
- Grasp female end: one hand behind coupling, one hand on couple swivel  
- Bring second coupleings together, turn swivel clockwise with thumb
#3 - Coupling 2 lengths of Fire Hose - 2 Firefighter Method

**Equipment Needed:**  
Two lengths of 50 or 100 foot length of 1 ½- Inch or 1 ¾-Inch hose  
2 designated Firefighters to perform the operations

**Directions:**
- Keep flat sides of male and female couplings in the same plane
- Identify the Higbee Cut and Higbee Indicator and connect hose properly
  - Both stand facing each other with opposite couplings
  - Fire fighter with male coupling grasps with both hands, threads outward
  - Alignment must be done by fire fighter with female coupling
  - Fire fighter with female coupling turns it counterclockwise until click indicates alignment, or look for Higbee indicator
  - The fire fighter with female coupling then turns female swivel clockwise

# 4 - Uncoupling a tight coupling connection

**Equipment Needed:**
- Two lengths of 50 or 100 foot length of 1 ½- Inch or 1 ¾-Inch hose tightly connected
  - 2 - Spanner wrenches for 1 ½-Inch or 1 ¾ -Inch

**Directions:**
- Grasp hose behind female coupling
- Bend hose close behind the male coupling, stand couplings on end, male coupling pressed to the ground
- Place one knee on the shank of the upper female coupling
- Keep thigh vertical and apply body weight to the couplings
- Utilizes two spanner wrenches to help
- Turns the couplings to disconnect the hoselines
For On-Line Course:

Choose a video to review from the list of links provided below. A firefighter performs the evolution in the video. Evaluate the firefighter’s performance during the application step. Note the necessary equipment, directions, and associated policies and procedures and safety plans provided by the Marine Institute Volunteer Fire Rescue Department.

Provide a description of the instruction the unit member(s) will receive and an account of the newly learned skills. Use the criteria provided in the document below to assist you with your description of your evaluation.

# 1 - How to Make a Twin Donut Roll:

Link to Movie: Twin donut [link to twin donut.MOV]

Equipment Needed: One 50 or 100 foot length of 1 ½- Inch or 1 ¾-inch hose
1 designated Firefighter to perform the operation

Benefits of Twin Donut:
- More adaptable to 1½-inch and 1¾-inch hose
- Produces a compact roll for carrying or transporting

Directions:
- Stretch hose out, then make 2 parallel lines with couplings together
- Fold loop end over and upon the second line to start roll
- Roll toward couplings, making a twin roll of less total diameter than 1
- Loop strap through roll for quick-release hitch

#2 - Coupling 2 lengths of Fire Hose - 1 Firefighter Foot Tilt Method

Link to Movie: [link to foot tilt method.MOV]

Equipment Needed: Two lengths of 50 or 100 foot length of 1 ½- Inch or 1 ¾-Inch hose
1 designated Firefighter to perform the operations

Directions:
- Keep flat sides of male and female couplings in the same plane
- Identify the Higbee Cut and Higbee Indicator and connect hose properly
- Face second coupling with 1 foot near the male end
- Place foot on hose behind male coupling and apply pressure to tilt upward
- Grasp female end: one hand behind coupling, one hand on couple swivel
- Bring second couplings together, turn swivel clockwise with thumb
#3 - Coupling 2 lengths of Fire Hose - 2 Firefighter Method)

Link to Movie: link to 2 fire fighter method.MOV

Equipment Needed: Two lengths of 50 or 100 foot length of 1 ½- Inch or 1 ¾-Inch hose  
2 designated Firefighters to perform the operations

Directions:
- Keep flat sides of male and female couplings in the same plane
- Identify the Higbee Cut and Higbee Indicator and connect hose properly
- Both stand facing each other with opposite couplings
- Fire fighter with male coupling grasps with both hands, threads outward
- Alignment must be done by fire fighter with female coupling
- Fire fighter with female coupling turns it counterclockwise until click indicates alignment, or look for Higbee indicator
- The fire fighter with female coupling then turns female swivel clockwise

# 4 - Uncoupling a tight coupling connection

Link to Movie: link to uncouple a tight connection.MOV

Equipment Needed:
- Two lengths of 50 or 100 foot length of 1 ½- Inch or 1 ¾-Inch hose tightly connected
- 2 - Spanner wrenches for 1 ½-Inch or 1 ¾ -Inch

Directions:
- Grasp hose behind female coupling
- Bend hose close behind the male coupling, stand couplings on end, male coupling pressed to the ground
- Place one knee on the shank of the upper female coupling
- Keep thigh vertical and apply body weight to the couplings
- Utilizes two spanner wrenches to help
- Turns the couplings to disconnect the hoselines
# Participant Evaluation for JPR # 3

<table>
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<tr>
<th>Training Evolution to be Evaluated</th>
<th>PASS/FAIL</th>
<th>Fire Officer I Candidate Signature</th>
<th>Proctor Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>#1</strong> How to Make a Twin Donut Roll</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mentions this type of roll is more adaptable to 1½-inch and 1¾-inch hose</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Produces a compact roll for carrying or transporting</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stretch hose out, then make 2 parallel lines with couplings together</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fold loop end over and upon the second line to start roll</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Roll toward couplings, making a twin roll of less total diameter than 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Loop strap through roll for quick-release hitch</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>#2</strong> Coupling and Uncoupling Hoselines - Foot-tilt method (1 fire fighter)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Keep flat sides of male and female couplings in the same plane</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Identify the Higbee Cut and Higbee Indicator and connect hose properly</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Face second coupling with 1 foot near the male end</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Place foot on hose behind male coupling and apply pressure to tilt upward</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grasp female end: one hand behind coupling, one hand on couple swivel</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bring second couplings together, turn swivel clockwise with thumb</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>#3</strong> Coupling and Uncoupling Hoselines - 2 fire fighter method</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Keep flat sides of male and female couplings in the same plane</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Identify the Higbee Cut and Higbee Indicator and connect hose properly</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Both firefighters stand facing each other with opposite couplings

Fire fighter with male coupling grasps with both hands, threads outward

Alignment must be done by fire fighter with female coupling

Fire fighter with female coupling turns it counterclockwise until click indicates alignment, or look for Higbee indicator

The fire fighter with female coupling then turns female swivel clockwise

<table>
<thead>
<tr>
<th>#4</th>
<th>Uncoupling a tight coupling connection</th>
</tr>
</thead>
</table>

Grasp hose behind female coupling

Bend hose close behind the male coupling, stand couplings on end, male coupling pressed to the ground

Place one knee on the shank of the upper female coupling

Keep thigh vertical and apply body weight to the couplings

Utilizes Spanner Wrenches

Turns the couplings to disconnect the hoselines
### STANDARD:
4.1.2, 4.2.4 and 4.2.4(B); 4.2.5 and 4.2.5(B)

### Task:
The instructor trainee will recommend action for member-related problems, given a member with a situation requiring assistance and the member assistance policies and procedures, so that the situation is identified and the actions taken are within the established policies and procedures.

### Topic Area:
Human Resource Management

### NFPA 1021, 2014 Edition

### PERFORMANCE OUTCOME:
The instructor trainee will develop a plan of action on how to handle this situation, write a letter to a member requiring assistance, and prepare a memo to the Fire Chief recommending a course of action for the member-related problem, so that the situation is identified and the actions taken are within the established policies and procedures. The instructor trainee will apply Human Resource Policies and Procedures, so that policies and procedures are followed.

### CONDITIONS:
This skill must be submitted to the Evaluator.

### EQUIPMENT REQUIRED:
Situation involving a member requiring assistance; member assistance policies and procedures; human resource policies and procedures; and writing/technology instruments.

### REFERENCE:

### No. | Task Steps | Task Value | First Test Score | Retest Score |
--- | --- | --- | --- | --- |
1. | **Step One:** Recommends a course of action for a member in need of assistance | Pass/Fail |
2. | Identify signs and symptoms of member-related problem | 1.0 |
3. | Identify member assistance policies and procedures | 2.0 |
4. | **Step Two:** Completes Memo to the Fire Chief applying human resource policies and procedures | Pass/Fail |
5. | Use of correct grammar, spelling usage and formatting | 1.0 |
6. | Use of correct sentence structure and paragraphing | 1.0 |
7. | Human Resource policies and procedures are applied in the letter | 1.0 |
5. | **Step Three:** Provides recommendations for a course of action to member | Pass/Fail |
6. | Use of correct grammar, spelling usage and formatting | 1.0 |
7. | Use of correct sentence structure and paragraphing | 1.0 |
8. | Recommendations are clear | 2.0 |

### TOTAL
10

**Total Points Possible = 10**

**Total Points Needed to Pass = 7**

**Total Points Scored = _______**

- [ ] Pass
- [ ] Fail
Proctor/Candidate Comments:

______________________________________________

______________________________________________

______________________________________________

______________________________________________

Proctor Signature  Date  Candidate Signature  Date

Re-Test Proctor  Date  Re-Test Candidate  Date
Read the following Fire Station Environment:

Welcome to the Marine Institute Fire/Rescue Department. You will utilize this Fire/Department environment throughout the remaining assignments/JPRs. As you progress through each of the assignments/JPRs, you will note that there will be more policies and procedures presented, depending on what your task requirements are. So be sure to read all components of the assignment/JPR.

The Marine Institute Fire/Rescue Department consists of a building that is 100 feet long and 0 feet wide. It houses two bays that are 16 feet wide. There is a 16 feet work area between both doors.

Inside are 2 pumpers and 1 support vehicle. One pumper is a 15 year old (1998) 840 Metalfab, with a 500 gallon tank, gas engine and standard transmission. The second pumper is a 2010 E-1, 1050 gallon tank, diesel engine and has automatic transmission. The support vehicle consists of a 2004 F350 Ford cube van.

The 30 x 30 training room is located in the back part of the building. There is also a 22 x 50 office/utility space area. Training times for members are held on Thursday evening from 7:00 – 9:00 p.m. This training includes powerpoint presentations, guest speakers, skills demonstrations, drills, etc. Twice a year (usually May and November) a live-fire training weekend is conducted for all Firefighters. Members are required to review the equivalency checklist, established by the Department, based on the NFPA 1001 Level I and Level II Standard.

This is a volunteer fire/rescue department has that 24 active members, not including the Fire Chief. Here is a listing of the members:

1. Fire Chief
   Watkins
2. Deputy Chief
   Banks
3. Captain
   Long
4. Lieutenant
   White
5. Training Officer
   Snow
6. Treasurer
   Dunne
7. Firefighter
   Hawks
8. Firefighter
   Blanc
9. Firefighter
   Penny
10. Firefighter
    Black
11. Firefighter
    Smith
12. Firefighter
    Barry
13. Firefighter
    Chalk
14. Firefighter
    Short
15. Firefighter
    Strong
16. Firefighter
    Taylor
17. Firefighter Joe
    Perry
18. Firefighter
    George
19. Firefighter
    Noon
20. Firefighter
    Marks
21. Firefighter
    Lynch
22. Firefighter
    Power
23. Firefighter
    Brown
24. Firefighter
    Doyle
25. Firefighter
    Marks
The Fire Chief and the Town of Marine Institute have policies and procedures put in place to ensure that the department conducts training, fire hall and fire scene operations in a safe and effective manner. The Marine Institute Fire/Rescue Department is the responsibility of the Town of Marine Institute. It has an Employee Assistance Program in place for all persons associated with/working for the Town (which includes Fire Department volunteer personnel), access to counseling services, and 24 hour insurance coverage. Further to this, the Town of Marine Institute and the Fire Department have a close working relationship with the local police, especially in the area of critical incident stress debriefings when required.

The volunteer members also receive an Honorarium in the amount of $6,000.00 per year. This is broken into two pay periods - $3,000.00 on the first Thursday in June and $3,000.00 on the first Thursday in December. This honorarium pay is based on training, number of calls attended and off duty work assignments completed.

**Scenario Provided:**

Firefighter White, a 12 year veteran of the Marine Institute Fire/Rescue Department and has always been an active/outgoing member. Three years ago, he was promoted to Lieutenant.

Approximately six months ago, Lieutenant White’s wife and five year old niece were both killed in an auto accident when a drunk driver ran a stop light. Since this time, you have noticed a vast change in his actions/personality. He has taken vacation time from work as often as he could and called in sick on several occasions for training and non-emergency duties, when you knew he was not. On the nights when he did attend training, he either arrived late or just in time. He spent most of his time being difficult, non-participative and sometimes argumentative. Even with this being against departmental standard operating procedures, because of what happened, you have taken no official action. You have tried talking to him about his actions on several occasions, but without success. However, the other personnel are beginning to get weary of Lieutenant White’s behavior and their grumbling is coming back to you.

Fortunately, the Town of Marine Institute has put in place an Employee Assistance Program for all community workers and volunteers. As a volunteer firefighter, one can avail of counselling services, at no cost to a firefighter or their family members, when required. However, to this point in time, Lieutenant White has not been mandated to attend this program, nor has he made any inquiry for assistance. It appears that he feels he does not require any assistance.

It is now 7:00 p.m. on Thursday night. This is a weekly training night and the pattern of the past months is already started. Lieutenant White arrives just in time to avoid being late for training and begins to pick a fight with Firefighter Lynch. You have decided to call a time out and meet with Lieutenant White to try to talk to him to let him know that if things do not change, you are going to have to start some type of corrective action, as per the departmental standard operating procedures.
This is an operational problem that has occurred and can be corrected, hopefully, through Departmental Policies and Procedures of the Marine Institute Volunteer Fire/Rescue Department (Please see Standard Operating Procedures below).

As the Company Officer, you now have to follow the departmental standard operating procedures in writing a recommended course of action for this member related issue.

Marine Institute Volunteer Fire/Rescue Department Standard Operating Procedures:

GENERAL PROCEDURES & RULES - SECTION 1

- All department members are expected to act in a manner to reflect credit on himself, the department and the Town.

- All officers and members are to address and shall treat each other in a courteous and respectful manner at all times. Members are to work together in harmony.

- Altercations, profane, abusive or improper language or disorderly conduct will not be permitted at the station or fire ground, including drills.

- No officer or member shall willfully, carelessly or maliciously make a false report or gossip concerning, or to the discredit or injury of another member of the department concerning department matters of business, or act in a manner calculated to create disturbance or dissension within the department or town government. Any member so offending will be subject to dismissal.

- Members shall not interfere with each other in the performance of their assigned duties, but shall assist whenever necessary.

- Members shall carefully protect from waste or abuse all supplies, appliances and equipment furnished to the department.

- Any member using or operating Fire Department equipment has the responsibility to see that it is put back into place and cleaned and ready to use again.

- If any member is going to be unable for response for an extended period of time, they are to notify their immediate officer.

- Every driver has the responsibility to drive every piece of equipment at least once every two months.

- Continued violation of these House Rules will result in the loss of privilege to use the facilities.
GENERAL OPERATIONS - SECTION 2

All firefighters volunteering with the Marine Institute Fire/Rescue Department shall familiarize themselves with all Fire Hall Rules as posted and first receive permission from the Fire Chief (and or his designate).

FIRE HALL RULES:

1. No loud, boisterous or profane language will be used while in or around the Marine Institute Fire/Rescue Department. Also, no radios or TV are to be used in a loud manner.
2. All persons in the Fire Department shall keep his/her ppe, clothes, shoes, and other articles in their locker or other designated place at all times.
3. All persons who use the Fire Department facilities shall assist in keeping the facilities neat and in proper order. Anyone using the cooking utensils shall immediately upon completion of the use of the utensils, wash them and put them in their proper place.
4. No one other than firefighters on duty and EMS shall use the facilities of the Fire Department without first obtaining permission from the Fire Chief and/or his designate.
5. The use of other facilities shall be as follows:
   a) Firefighters are encouraged to use the weight room at any time that it doesn’t interfere with other activity.
   b) The maintenance bay may be used by the firefighters to work on their personal vehicles provided it does not interfere with the normal activities and none of the department owned supplies or equipment is used.
   c) The apparatus room lights are to remain off unless the firefighters are working on apparatus.
   d) Personal vehicles may be washed in front of Pumper One --normal grime-- NO MUD - Parking lot must be washed off afterwards. No washing during freezing weather.
6. The telephone in the radio room is for official business calls only. Any personal calls will be placed or taken elsewhere.
7. All personal calls will be limited to a reasonable time. All personal calls will be placed on 777-4200.
8. The consumption or display of any alcoholic beverages on the Fire Department premises is strictly forbidden, unless an authorized (see section 12 of sop’s) permission is provided by the Town Council and Mayor of the Town of Marine Institute.
9. There will be absolutely no equipment loaned from any firefighting apparatus.
10. All reports, messages, and communications received at the station pertaining to department business, whether written, by phone, or otherwise, must be documented and promptly delivered to the Chief or to the respective voice mail.
11. All telephone calls should be handled courteously and efficiently. If an emergency call, get the name, address, and problem. If it is possible, get a call back number and repeat the address and what the street turns off of, back to the caller. When in front of the station, members shall not cause or permit the parking lot to be obstructed by chairs, apparatus or any Fire Department equipment. No members shall make comments concerning anyone passing that could in any way cause offense.
12. No private vehicles are to be parked or stopped in front of the apparatus bays or in any manner as to obstruct the equipment.
13. Telephone messages will be sent to the proper voice mailbox in lieu of written correspondence. If the caller is not receptive to leaving a voice mail, the message will be taken and forwarded to the individual directly.
Purpose:
To establish a guideline for all Marine Institute Fire/Rescue Volunteer Members regarding Post Incident Stress Debriefings.

Scope:
This Standard Operating Procedure will apply to all volunteer members of the Marine Institute Fire Rescue Department.

Post Incident Stress Debriefing:
Sometimes volunteer members deal with traumatic and stressful situations that could affect an individual in many ways both mentally and physically. Any volunteer member can contact the Fire Chief or any fire officer to request a debriefing or utilize any form of employee assistance program for any call they feel necessary at any time without cost or prejudice. Members are encouraged to take advantage of this free and confidential service provided for all personnel whenever they feel necessary for the physical and psychological wellbeing of all personnel involved. Any ongoing assistance is a free and confidential service provided for all employees.
VOLUNTEER TRAINING STANDARD OPERATING PROCEDURE

- Must attend 70% of total potential training hour per six month period. This 70% will always be rounded up to the next full number.
- If you miss 3 consecutive training nights must attend a training make up day
- Three or more unexcused days or nights will be reason for dismissal. 1st unexcused day or night verbal warning, second unexcused day or night written warning & third unexcused day or night dismissal
- Must complete training in the following area within each of the 6 month honorarium pay periods and be signed off by the trainer before volunteer honorarium will be released:
  1. Firefighter Personal Protective Equipment
  2. Ropes and Knots
  3. Rescue and Extrication
  4. Forcible Entry
  5. Ground Ladders
  6. Ventilation
  7. Fire Control Live Fire Training & Search and Rescue)

DEFINITIONS:

Excused Day or Night – Firefighting calls Fire Hall to let Departmental members know they will not be at training day or night. This must be done at least one hour prior to the start time of the training day or night. The following are considered excused absences:
- Sickness (family/children included)
- Work (full-time job)
- Vacation or out of town
- School meetings/functions
- Family emergency or activity
- Higher Education classes (other than fire/EMS related)
- Approved Department training (CVTC, out of town, special classes, etc.)
- Any other special circumstance approved by the Fire Chief and/or fire officers.
- When an individual gives notification of an excused absence, it shall be noted on the Roll Call Sheet next to their name so it can be recorded. If an individual does not properly notify a fire officer that they will not be attending training for any reason listed above, it shall be recorded as an UNEXCUSED absence.

NOTE: It is possible for an individual to have several excused absences and be below the minimum attendance requirements for training. Any individual who is below 70% attendance, however has excused absences for those trainings missed due to the circumstances listed above, shall be considered in compliance. The Fire Chief and/or fire officers shall determine on a case by case basis how many excused absences are acceptable. If attendance is not at an acceptable level, an employee may be placed on a leave of absence or placed on suspension until that person can improve their attendance levels.
Unexcused Absences
Any volunteer member that has 3 (three) or more consecutive unexcused absences for training shall be issued a letter of intent by the fire officers. The individual shall be required to contact the fire officers within the specific time period given to discuss intentions and options of continuing within the Department. If no response is given within the time period, individuals who are below the minimum attendance requirements may be placed on suspension pending a review by the fire officers and/or the Fire Chief for possible termination. In all cases, the information shall be forwarded to the Town Council & Fire Chief for a final decision of suspension/termination. The individual has the right to appeal their case decision to the Town Council and Fire Chief as outlined in the Town of Marine Institute’s Fire Department Policy Manual.

Written Reprimand - A written statement of the problem(s) and corrective action shall be prepared and discussed with the Volunteer member. The availability of employee assistance resources should be identified at this time. Documentation must be maintained in the volunteer member file of the specifics of the problem and the - upon corrective action. This documentation shall be signed and dated by both the volunteer member and the Department head. The Department head must state anticipated action if no improvement is seen within a specific time period and must follow up with the employee. A copy of the written statement is to be provided for Departmental Records and the volunteer member’s file.

Verbal Warning - The problem shall be discussed with the volunteer member, including the expected corrective action. The volunteer member shall be informed the discussion is a verbal warning. The availability of the employee assistance resources offer through the Town of Marine Institute should be identified at this time. Documentation must be maintained in the volunteer member file of the specifics of the problem and -upon corrective action. This documentation shall be signed and dated by both the volunteer member and the Department head. The Department head must state anticipated action if no improvement is seen within a specific time period and must follow up with the volunteer member.

Suspension without pay
An employee may be suspended without pay of their Honorarium for a period determined by the Town Council and Fire Chief in their sole discretion. Employee assistance resource participation as a condition of continued employment may be appropriate at this time. Documentation must be maintained in the volunteer member file of the specifics of -upon corrective action. This documentation shall be signed and dated by both the volunteer member and the Department head. The Department head must state anticipated action if no improvement is seen within a specific time period and must follow up with the volunteer member. A summary of the problem including all pertinent facts, documentation and a return-to-work date will be established.

Dismissal: This disciplinary action will be used when deemed warranted by the Fire Chief and Mayor of the Town of Marine Institute, in its sole discretion.
Step One: Situation Overview and Recommended Course of Action

Write a brief overview of this scenario to include member signs and symptoms, assistance policies and procedures, and recommend a course of action (based on Departmental Standard Operating Procedures) that is required for this member.

Situation Overview and Recommended Course of Action:

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
Step Two: Memorandum to the Fire Chief

Using the format below, complete a memorandum to the Fire Chief, outlining the course of action that you have recommended to the member requiring assistance. Be sure to state the human resources policies and procedures that you have used, according to the Town of Marine Institute.
MEMORANDUM

To: Fire Chief
From: Captain
Date: 
Reference: 

Fire and Rescue
7 Tennessee Drive
Marine Institute, Newfoundland and Labrador
A2B 1C3
Step Three: Letter to the Member

Using the scenario provided above, as well as the information from Step One, you are to write a letter to the member requiring assistance outlining the human resource policies and procedures put in place by the Town of Marine Institute for Fire Department members. This letter is to outline a recommended course of action for this member.

NOTE: The letterhead outline is on the following page.
FIRE OFFICER I
NFPA 1021, 2014 Edition

JPR #FOI-4

MARINE INSTITUTE
Fire and Rescue
7 Tennessee Drive
Marine Institute, Newfoundland and Labrador
A2B 1C3
Tel: (709) 444-4444

Date:
FIRE OFFICER I  
NFPA 1021, 2014 Edition  

JPR #FOI-5  

Candidate: _________________________________  Date: _______________________
Candidate #: _____________________________________

STANDARD:  
4.1.2, 4.3.1 and 4.3.1(B); 4.3.2 and 4.3.2(B); 4.3.3 and 4.3.3(B)  

Topic Area: Community and Government Relations  
NFPA 1021, 2014 Edition  

TASK: The instructor trainee will initiate action to a citizen’s concern, given policies and procedures, so that the concern is answered or referred to the correct individual for action and all policies and procedures are complied with.  

The instructor trainee will initiate action on a community need, given policies and procedures, so that the need is addressed.  

The instructor trainee will respond to a public inquiry, given policies and procedures, so that the inquiry is answered accurately, courteously and in accordance with applicable policies and procedures.  

PERFORMANCE OUTCOME: The instructor trainee will initiate action on a community need, so that the need is addressed. The instructor trainee will initiate action to a citizen’s concern, so that the concern is answered or referred to the correct individual for action and all policies and procedures are complied with. Also, the instructor trainee will respond to a public inquiry, so that the inquiry is answered accurately, courteously and in accordance with applicable policies and procedures.  

CONDITIONS: This skill must be submitted to the Evaluator.  

EQUIPMENT REQUIRED: Community need, policies and procedures, citizen’s concern, public inquiry and writing/technology equipment.  


<table>
<thead>
<tr>
<th>No.</th>
<th>Task Steps</th>
<th>Task Value</th>
<th>First Test Score</th>
<th>Retest Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>The Instructor Candidate demonstrates</td>
<td>Pass/Fail</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Step One: Response Letter to the Citizen</td>
<td>1.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Address the concern</td>
<td>1.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Address action(s) taken</td>
<td>1.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Outline department policy</td>
<td>1.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Written in courteous manner</td>
<td>1.0</td>
<td></td>
<td></td>
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<tr>
<td>7.</td>
<td>Step Two: Letter to Fire Chief recommending initiating an action to address a community need</td>
<td>Pass/Fail</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Identify the community need</td>
<td>1.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>Refers to department policy</td>
<td>1.0</td>
<td></td>
<td></td>
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<tr>
<td>10.</td>
<td>Identify methods to inform the general public</td>
<td>1.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>Identify community demographics</td>
<td>1.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>Use of correct grammar, spelling usage and formatting</td>
<td>1.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13.</td>
<td>Use of correct sentence structure and paragraphing</td>
<td>1.0</td>
<td></td>
<td></td>
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</tbody>
</table>
JPR #FOI-5

<table>
<thead>
<tr>
<th></th>
<th>Recommendations are clear</th>
<th>1.0</th>
</tr>
</thead>
<tbody>
<tr>
<td>13</td>
<td><strong>Step Three:</strong> Letter responding to Public Inquiry</td>
<td>Pass/Fail</td>
</tr>
<tr>
<td>14</td>
<td>Address the Concern/Inquiry</td>
<td>1.0</td>
</tr>
<tr>
<td>15</td>
<td>Explains the department's role in fire prevention</td>
<td>1.0</td>
</tr>
<tr>
<td>16</td>
<td>Outline Department policies and procedure</td>
<td>1.0</td>
</tr>
<tr>
<td>17</td>
<td>Written in courteous manner</td>
<td>1.0</td>
</tr>
<tr>
<td>18</td>
<td>Use of correct grammar, spelling usage and formatting</td>
<td>1.0</td>
</tr>
<tr>
<td>19</td>
<td>Use of correct sentence structure and paragraphing</td>
<td>1.0</td>
</tr>
<tr>
<td>20</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>TOTAL</td>
<td>18</td>
</tr>
</tbody>
</table>

Total Points Possible = 18
Total Points Needed to Pass = 13
Total Points Scored = _______

☐ Pass  ☐ Fail

Proctor/Candidate Comments:

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Proctor Signature __________ Date __________

Candidate Signature __________ Date __________

Re-Test Proctor __________ Date __________

Re-Test Candidate __________ Date __________
Information for this task:

As the Marine Institute Fire Department, you have received the following letter from a concerned citizen from the Town of Marine Institute, dated September 10th.

Dear Fire Chief:

I am writing this letter as a concerned citizen for the Town of Marine Institute.

I currently live in the Western Subdivision of the town.

Within the past eight months, it has come to my attention that the number of kitchen fires have been on the rise. The primary cause being fat fires. I find it hard to believe that many people are still using pots of fat on the stove to cook their food. I have been informed that there was also an absence of a fire extinguisher in their home, which could have prevented the fire spread.

The latest fire happened at our neighbor’s home. The fire grew with such intensity that it melted the siding on my home. This has created a sense of fear among my family members.

I am writing to determine the course of action that our Fire Department is going to take to try to encourage this method of cooking to be stopped. I realize that Fire Prevention Week is just around the corner, so I hope that this will be a topic of discussion within your Department.

Thank you for your cooperation in this matter.

Concerned Citizen,
Shirley Pike
As the Marine Institute Fire Department, you have also received the following memorandum from the Town of Marine Institute, dated September 12th.

Fire and Rescue
7 Tennessee Drive
Marine Institute, Newfoundland and Labrador
A2B 1C3

MEMORANDUM

To: Fire Chief
From: Mayor T. McGrath
Date: September 12th, 2013
Reference: Kitchen Fires

It has been brought to the attention of the Town Council of Marine Institute that there has been an increase, over the past eight months, in the number of fat fires in the town.

The number of kitchen fires related to unsafe cooking equipment has risen significantly in the western subdivision area of Marine Institute. This area of town is a low income housing area with mostly young families. Based on this information, several conversations were conducted with the Office of Fire and Emergency Services, who confirmed these numbers. They also confirmed that many of these fires could have been decreased in severity if the home owners had been properly informed on this matter and had fire extinguishers in their homes.

During the last town council meeting, councilors asked that the Fire Department conduct a public awareness session on fat fires and the importance of having fire extinguishers.

We trust that you will put forth this information to the general public promptly, as public safety is our number one priority.

Thank you for your cooperation in this matter.
Step One: Response to Citizen’s concern

Based on the information contained in the letter from Ms. Pike, please provide a response letter to the concerned citizen, using the letter head below. This letter is to inform the citizen that you will be investigating this matter and there will be follow-up information to herself or to the community in general. Be sure that outline the Fire Department’s commitment to Fire Prevention.

The Departmental Standard Operating Procedures for the Marine Institute Fire Department clearly states that all information going to the general public must be confirmed by the Fire Chief and the town’s Media Communications Specialist.
Dear Ms. Pike:

Date:

Dear Ms. Pike:
Step Two: Action to a Community Need

Based on the Information provided to you from the citizen, Shirley Pike, your Department already realizes that there’s a need for an information session or alert on the importance of not cooking with pots of fat on the stove and having fire extinguishers in kitchens. There have been six cooking with fat related fires in the past eight months.

With Fire Prevention Week only two weeks away, write a memo to the Fire Chief outlining how the Department can best inform the citizens of the Town of Marine Institute. Be sure to outline that Fire Prevention activities is of the utmost concern in relation to this matter.

NOTE: Use the memorandum format on the following page.
MEMORANDUM

To: Fire Chief

From: Captain

Date:

Reference:

Fire and Rescue
7 Tennessee Drive
Marine Institute, Newfoundland and Labrador
A2B 1C3
Step Three: Response to Public Inquiry

Now that you have a recommended course of action, utilizing the information contained in the letter from the Town of Marine Institute, choose a method that best informs the citizens of this community of the Fire Department’s intended actions. Please choose from the following: Press Release, Letter to the Town, Note in a Bulletin, or Public Service Announcement over the Radio/TV. Using this method, create your response to the public inquiry.
STANDARD: 4.4.1 and 4.4.1(B)

Topic Area: Community and Government Relations

NFPA 1021, 2014 Edition

**TASK:** The instructor trainee will recommend changes to existing departmental policies and/or implement a new departmental policy at the unit level, given a new departmental policy, so that the policy is communicated to and understood by unit members.

**PERFORMANCE OUTCOME:** The instructor trainee will write a recommendation of changes to existing departmental policies and/or implement a new departmental policy at the unit level, so that the policy is communicated to and understood by unit members.

**CONDITIONS:** This skill must be submitted to the Evaluator.

**EQUIPMENT REQUIRED:** Departmental policy, Scott 2400 SCBA Inspection Form and writing/technology equipment

**REFERENCE:** IFSTA Company Officer, 4th Edition.

<table>
<thead>
<tr>
<th>No.</th>
<th>Task Steps</th>
<th>Task Value</th>
<th>First Test Score</th>
<th>Retest Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td><strong>Step One:</strong> Complete Implementation Action Plan</td>
<td>Pass/Fail</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Outline how policy will be communicated and how understanding by unit members will be verified</td>
<td>2.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Action Plan provides an effective implementation method</td>
<td>2.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Issues identified by Fire Chief are addressed</td>
<td>2.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Step Two:</strong> Complete Memorandum to the Chief</td>
<td>Pass/Fail</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Use of correct sentence structure and paragraphing</td>
<td>2.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Recommendations are Clear</td>
<td>2.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td><strong>10</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Points Possible = 10
Total Points Needed to Pass = 7
Total Points Scored = _______

☐ Pass    ☐ Fail
Read the following Fire Station Environment:

Welcome to the Marine Institute Volunteer Fire/Rescue Department. You will utilize this Volunteer Fire/Department environment throughout the remaining assignments/JPRs. As you progress through each of the assignments/JPRs, you will note that there will be more policies and procedures presented, depending on what your task requirements are. So be sure to read all components of the assignment/JPR.

The Marine Institute Fire/Rescue Department consists of a building that is 100 feet long and 80 feet wide. It houses two bays that are 16 feet wide. There is a 16 feet work area between both doors.

Inside are 2 pumpers and 1 support vehicle. One pumper is a 15 year old (1998) 840 Metalfab, with a 500 gallon tank, gas engine and standard transmission. The second pumper is a 2010 E-1, 1050 gallon tank, diesel engine and has automatic transmission. The support vehicle consists of a 2004 F350 Ford cube van. This department has 12 Scott SCBA’s and a total of 20 - 2216 composite Scott cylinders available for use.

The 30 x 30 training room is located in the back part of the building. There is also a 22 x 50 office/utility space area. Training times for members are held on Thursday evening from 7:00 – 9:00 p.m. This training includes powerpoint presentations, guest speakers, skills demonstrations, drills, etc. Twice a year (usually May and November) a live-fire training weekend is conducted for all Firefighters. Members are required to review the equivalency checklist, established by the Department, based on the NFPA 1001 Level I and Level II Standard.

This is a volunteer fire/rescue department which has 24 active members, not including the Fire Chief. Here is a listing of the members:

1. **Fire Chief**
   Watkins

2. **Deputy Chief**
   Banks

3. **Captain**
   Long

4. **Lieutenant**
   White

5. **Training Officer**
   Snow

6. **Treasurer**
   Dunne

7. **Firefighter**
   Hawks

8. **Firefighter**
   Blanc

9. **Firefighter**
   Penny

10. **Firefighter**
    Black

11. **Firefighter**
    Smith

12. **Firefighter**
    Barry

13. **Firefighter**
    Chalk

14. **Firefighter**
    Short

15. **Firefighter**
    Strong

16. **Firefighter**
    Taylor

17. **Firefighter**
    Joe

18. **Firefighter**
    Perry

19. **Firefighter**
    George

20. **Firefighter**
    Noon

21. **Firefighter**
    Lynch

22. **Firefighter**
    Power

23. **Firefighter**
    Brown

24. **Firefighter**
    Doyle

25. **Firefighter**
    Marks
The Fire Chief has policies and procedures put in place to ensure that the department remains in a run-ready state at all times and all members complete training on an ongoing basis. Part of the policies and procedures include that the members participate in non-emergency tasks for completion around the fire hall. These include the following tasks that must be completed on a weekly basis; outside of any designated training times, generally from 6:00 to 9:00 p.m. on Tuesday evenings:

- Apparatus checks (equipment, fluid levels)
- Tools and appliances checks
- Cleaning of all floors

- Radio checks
- Small engine checks (PPV, portable pumps, power generators, etc.)
- Cleaning of apparatus

- Paging System checks
- Protective clothing checks
- Prepare training room for training

- SCBA checks
- Cleaning of washrooms
- All reports completed (training report forms, incident report forms, etc.)

- Nozzles checked
- Medical equipment checks
- Inventory complete of the supply room
Instructions for completing Assignment/JPR 6:

While acting as the Captain for the Marine Institute Fire/Rescue Department, you receive the following memorandum:

Marine Institute Fire and Rescue Service
Memo

To: All Station Captains
From: Fire Chief Watkins
Date: November 1st, 2013
Subject: Use of new 4500 Scott Air Pack Self-Contained Breathing Apparatus (SCBA)

Effective December 1st, the Marine Institute Fire Department will be switching from utilizing the current 2216 Scott Air Pack SCBA to the 4500 Scott Air Pack. Each station captain will be expected to develop a plan for the implementation of inspection and safety regulations involving the use of these devices. Further to this, the implementation of the Scott 4500 Inspection Checklist is to be conveyed to members.

Issues to be addressed should include:
- Identification of difference in use from the 2216 to the 4500
- Maintenance and Inspection procedures
- Proper cleaning techniques
- Situations when device will be used
- Proper completion of the Scott 4500 Inspection Checklist
- All other issues you feel are pertinent

You should forward your implementation plan to my office in the form of an internal memorandum by no later than Monday morning.

Attachment: Scott SCBA Inspection Checklist
SCOTT 4500 SCBA INSPECTION CHECKLIST

Date of Inspection: ______________________________
Name: (Print Clearly) ______________________________ Shift: __________________

Please complete Inspection of the following items:

<table>
<thead>
<tr>
<th>SCBA 4500 ASSIGNED NUMBER:</th>
<th>Indicate if checked</th>
<th>Comments / Deficiencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low Pressure Alarm Activation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Straps</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clips</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Manual Activation of PASS Device</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Automatic Activation of PASS Device</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Main Line condition</td>
<td></td>
<td></td>
</tr>
<tr>
<td>O-Ring is present</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Heads Up Display

Lights working properly:

Is Battery Replacement required at this time?
Yes [ ]
No [ ]

4500 Cylinders

Cylinder Amount indicated on Gauge
Cylinder Condition
Hydrostatic Test Date

Signature of Inspecting Firefighter/Officer: ______________________________

If Deficiencies are noted, please complete the proper “Deficiency Reporting Form”. This form and the device must be brought to the Fire Chief’s Office immediately.

INSPECTING MEMBER TO COMPLETE:

Please indicate what maintenance/repairs were completed to this Unit:
______________________________________________________________

Was this unit sent to the Manufacturer or outside supplier for maintenance: _________

Signature of Fire Department Member: ______________________________

Date Completed: __________________                        

Date Unit was returned to Active Service: __________________

6
Step One:

After reading this memorandum, produce an action plan on how to properly implement the new SCBA and the Inspection Form into the department. This should include procedures for ensuring the issues identified are properly addressed.

Action Plan:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
Step Two:

Once you produce your action plan, using the internal memorandum format below, provide the information to the Fire Chief. Be sure to outline how you will conduct in-service training, communicate the policy and how understanding by unit members will be verified.
MEMORANDUM

To: Fire Chief Watkins
From: Captain
Date: 
Reference:
FIRE OFFICER I
NFPA 1021, 2014 Edition

JPR #FOI-7

Candidate: _________________________________ Date: _______________________

Candidate #: _____________________________________

STANDARD:
4.4.2 and 4.4.2(B)
4.4.5 and 4.4.5(B)
4.6.3 and 4.6.3(B)

Topic Area:
Administration

NFPA 1021, 2014 Edition

TASK: The Instructor Trainee will develop and conduct a post-incident analysis, given a single unit incident and post-incident analysis policies, procedures and forms, so that all required critical elements are identified and communicated, and the approved forms are completed and processed in accordance with policies and procedures.

The instructor trainee will execute routine unit-level administrative functions, given forms and records management systems, so that the report and logs are complete and files are maintained in accordance with policies and procedures.

The Instructor Trainee will explain the needs and benefits of collecting incident response data, given the goals and the mission of the organization, so that incident response reports are timely and accurate.

PERFORMANCE OUTCOME: The Instructor Trainee, given a single unit incident, will develop and conduct a post-incident analysis, so that all required critical elements are identified and communicated, and the approved forms are completed and processed in accordance with policies and procedures.

The instructor trainee will complete a Fire Incident Report Form in order to execute routine unit-level administrative functions, so that the report and logs are complete and files are maintained in accordance with policies and procedures.

The Instructor Trainee will write a narrative to explain the needs and benefits of collecting incident response data, so that incident response reports are timely and accurate.

CONDITIONS: This skill must be submitted to the Evaluator.

EQUIPMENT REQUIRED: Single unit incident; post-incident analysis policies, procedures and forms; Fire Incident Report Form from FES; policy and procedures; goals and mission of the organization; writing/technology instruments


<table>
<thead>
<tr>
<th>No.</th>
<th>Task Steps</th>
<th>Task Value</th>
<th>First Test Score</th>
<th>Retest Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td><strong>Step One:</strong> Develop and conduct a post-incident analysis</td>
<td>Pass/Fail</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Identify strategies used</td>
<td>2.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Identified items for improvement</td>
<td>2.0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The Instructor Candidate demonstrates
### Step Two: Complete Fire Incident Report Form from FES

<table>
<thead>
<tr>
<th>Step/Condition</th>
<th>Points</th>
<th>Pass/Fail</th>
</tr>
</thead>
<tbody>
<tr>
<td>4. Followed appropriate Guidelines</td>
<td>2.0</td>
<td></td>
</tr>
<tr>
<td>5. Form is legible and accurate</td>
<td>2.0</td>
<td></td>
</tr>
<tr>
<td>6. Form has all applicable areas completed</td>
<td>2.0</td>
<td></td>
</tr>
<tr>
<td>7. Form is signed off</td>
<td>1.0</td>
<td></td>
</tr>
<tr>
<td>8. Reports are completed in a timely manner</td>
<td>1.0</td>
<td></td>
</tr>
</tbody>
</table>

### Step Three: Narrative explaining importance of collecting Incident Response Data

<table>
<thead>
<tr>
<th>Step/Condition</th>
<th>Points</th>
<th>Pass/Fail</th>
</tr>
</thead>
<tbody>
<tr>
<td>10. Identified importance of collecting incident response data</td>
<td>2.0</td>
<td></td>
</tr>
<tr>
<td>12. Correct grammar and sentence structure</td>
<td>1.0</td>
<td></td>
</tr>
<tr>
<td>13. Correct paragraphing</td>
<td>1.0</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL** 16

**Total Points Possible = 16**

**Total Points Needed to Pass = 12**

**Total Points Scored = _______**

[ ] Pass  [ ] Fail

**Proctor/Candidate Comments:**

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

**Proctor Signature** [ ] **Date** _[ ]_  **Candidate Signature** [ ] **Date** _[ ]_

**Re-Test Proctor** [ ] **Date** _[ ]_  **Re-Test Candidate** [ ] **Date** _[ ]_
Information for this Assignment:

Single Unit Response Scenario

At 6:30 am on November 23rd, 2013, the Marine Fire/Rescue Department is called to a single vehicle fire on Rugged Edge Drive. There are no exposures. The responding equipment includes only the 1050 E-One Pumper with four firefighters on board. The Fire Chief is also in attendance in his personal vehicle.

Upon arrival, the vehicle is fully engulfed with flames. After a quick extinguishment, overhaul and clean-up, the department returns to the station to complete their reports and logs.

The driver of the vehicle managed to escape with no injuries and was able to provide information to the firefighters for their report forms. This information included the following:

Owner/Driver: Mr. Mark Ward
Driver’s Complete Address: 7 Hynes Road, Marine Institute, NL, A2N 2Y3
Driver’s License Number: H7089289990
Vehicle Make and Model: 2012 4 Door, Desert Green, Ford Focus
License Plate Number: AKB 700
Serial Number: SR9999988886999900DP
Driver Contact Number: (709) 333-8800 (h) and (709) 333-9900 (w)
Driver Cellular Number: (709) 222-7700 (cell)

Other Details Provided by Driver: Driver first noticed the smell of smoke while driving to work. The Driver was driving in the NW direction. After stopping, he opened the bonnet of the vehicle to see a small fire under the hood. There was no fire extinguisher on board the vehicle. Rugged Edge Drive in Marine Institute has a non-residential or business area; therefore there were no nearby structures where he could obtain an extinguisher or assistance. Mr. Ward did utilize his call phone to call the fire department. Unfortunately, there were no other vehicles passing by to assist.

For the Fire Department, there is no water supply in this area (no hydrants), therefore only the water from the pumper and extinguishers on board are available to use.

Weather and Road Conditions observed at the time of the incident: Dark outside, black ice conditions on the road, no rain or snow falling, winds were in the SW direction (causing flames from under the hood of the vehicle to shoot back over the roof of the vehicle).

Other Fire Department Information: Immediately upon arrival, the Officer on board conducted a scene size-up, then assisted one firefighter in pulling the 1 ¾-inch pre-connected fire hose from the pumper truck and got it charged while two other firefighters donned SCBA. The Officer asked for foam to be utilized, which was completed. Two firefighters in SCBA attacked and successfully put out the vehicle fire. Ice road conditions made it difficult for firefighters to obtain footing during their operations. The firefighter who remained with the Pumper also provided Accountability.
Post-Incident Information:

Upon returning to the station, firefighters were cleaning the truck and discussing an incident that occurred during the Vehicle Fire Response.

As company officer for this crew, it is departmental policy for you to return to the fire station to complete a Fire Incident Response Form for submission to Fire and Emergency Services. While completing this form, you overhear a discussion about one firefighter (Firefighter Penny) who did not follow departmental procedures involving wearing SCBA while at all vehicle fires. This person was coughing excessively while washing the pumper. As well, the driver of the pumper (Firefighter Short) parked the truck on the wrong side of the road.

MARINE INSTITUTE VOLUNTEER FIRE/RESCUE DEPARTMENT
STANDARD OPERATING GUIDELINES

<table>
<thead>
<tr>
<th>Effective Date</th>
<th>Last Revision</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>8-26-2009</td>
<td>9-27-2012</td>
<td>1 of</td>
</tr>
</tbody>
</table>

Purpose:
To establish a guideline for all Marine Institute Fire/Rescue Volunteer Members regarding Post-Incident Analysis.

Scope:
This Standard Operating Procedure will apply to all volunteer members of the Marine Institute Fire Rescue Department.

This standard operating procedure/guideline addresses methods for identifying lessons learned and potential corrective actions following response to an emergency incident: incidents to be reviewed/analyzed, participants and roles, format for gathering information, format for conducting analyses, standardized action plan, mechanism for reporting results.

Marine Institute Information on conducting Post Incident Analysis:

A Post Incident Analysis, for the Marine Institute Volunteer Fire Rescue Department, will be conducted not just when something goes wrong, but within 48 hours following every working incident. An effective Post Incident Analysis should be consistent, timely and put together well and attended by all personnel key to the incident. Here is no correlation between the Post-Incident Analysis and the disciplinary processes.
PROCEDURES/GUIDELINES & INFORMATION

Methods for identifying Lessons Learned:

Post-incident critiques of major and significant incidents provides an opportunity to review the effectiveness of actions and procedures in their application during actual incidents. It is also an opportunity to review the overall quality of the services provided to the customers at the incident. This review is extremely valuable in improving procedures and incident operations. Formal departmental critiques will be conducted at the discretion of the Tactical Services Chief.

Critique Sector--Implementation

An incident Critique Sector may be utilized at major incidents. This sector will be implemented automatically by the Fire Chief or his/her designate responding to the incident. Command must be notified of the Critique Sector's establishment. A critique "team" may also be implemented as part of the Critique Sector at greater alarms, or other significant incidents at the request of the Fire Chief or his/her designate, to prepare and conduct a critique. The Fire Chief must be notified of the Critique Sector's establishment. The Fire Chief, or his/her designee, will select team members and make critique assignments.

Critique--Sector Responsibilities
The responsibilities of the Critique Sector will be:
- Produce a drawing of the incident layout and other details needed for a critique. This includes a drawing of the building or incident site with appropriate dimensions, apparatus placement, size and positions of hose lines and master streams, accountability locations, etc.
- Provide descriptive notes of observations related to actions and effectiveness of companies and sectors, unique problems, etc.
- Coordinate and ensure the photography/videography of the incident by the fire department personnel.
- Complete/Coordinate any other request of the Incident Commander, or operations officer as related to critique preparation.

Post-Incident Preparation
Post incident preparation for a critique will begin immediately following a major incident. The Fire Chief or his/her designate will determine the need for a critique and initiate the post-incident preparation once the incident is identified as one which will be critiqued.

Determining Critique Levels:
The incident may qualify for one of five levels of critique. The Deputy Chief or designee, will determine the level at which the incident will be critiqued. The Fire Chief or his/her designate Section will coordinate and/or conduct the critique.
1. **Individual**—Conducted within the individual company by the company officer. May include other companies. Usually self-initiated by the company officer. No documentation of the critique required.

2. **Company Level**—Post-incident critique conducted on site, prior to departing the scene. Initiated by Fire Chief or his/her designate. Informal and brief.

3. **Operations Level**—Conducted within the battalion by the Deputy Chief or other Departmental Officer. This may be a first alarm or multiple-alarm incident, or other significant incident whose site operations were uncomplicated, and generally did not involve a large response of fire department resource or outside agencies. A critique summary will be completed. All critique materials and written information obtained will be forwarded to the Fire Chief for filing.

4. **Department Level**—Utilized for critiquing large-scale or complex incidents that involved a large response of fire department resources and several outside agencies or incidents that were unusual or tactically significant occurrences. A chief officer will be selected to prepare and conduct the critique. A team may be assigned to assist also. A standard critique packet will be utilized to prepare for and conduct the critique. A critique summary will be completed. All critique materials and documents will be forwarded to the Fire Chief, who will be responsible for coordinating the date and location of department level critiques and other notifications. This critique will require greater coordination, investigation, and preparation. It will be conducted at a selected location to accommodate a large attendance.

**Critique Preparation Packet**

Since a major incident affects all divisions and sections of the department in one degree or another, the operations and department level critique will review the total incident response rather than just simply the site operations aspects of the incident. A thorough critique of major incidents may require the assistance of several divisions or sections. Therefore, the following Divisions and Sections will be asked to submit at least the following information/materials. Turnaround for submitting the information to the Tactical Services chief will be ten (10) calendar days.

**Safety Officer--Responsibilities**
- Provide a summary of incident observations of safety related issues.
- Provide a summary of firefighter injury history, patient follow-ups.
- Provide a list of recommended corrective actions.

**Fire Department Paging System and RCMP Dispatch Responsibilities:**
- Provide audio tapes (2 copies) of the phone reports, dispatch, and tactical channel operations through to the report of fire control. Forward to Fire Chief.
- Provide incident history printout. Forward to Fire Chief.
- Conduct an in-house critique of dispatch and alarm activities during the incident.
- Provide a summary of Dispatch and Deployment critique and incident activities, identifying such items as call-back of personnel, equipment or activity problems, number of other incidents dispatched etc., and any lessons learned from the in-house critique. Forward to Tactical Services.
Deputy Chief’s--Responsibilities
- Initiate Critique Process
- Provide a summary of observations, problems, actions, and activities encountered.
- Provide a summary of responsibilities and activities and their effectiveness from each sector.
- Complete a written summary of the Critique and submit it to the Fire Chief when appropriate.
- Provide recommendations as appropriate.
- Provide photographs/slides/video taken by Field Incident Technicians

Critique Presentation Scheduling
All Fire Department personnel will receive notification of the date and time of the post-incident analysis over the paging system, as well as through a telephone call from a fire department officer identified by the Fire Chief.

Critique Presentation Format:
In order to provide consistency in the critique process, the Fire Chief of Officer should follow the standard format when conducting the critique. Modifications and additions in the format are permitted.

Incident Critique Summary:
Following the critique, the Fire Chief or Officer is responsible for completing the critique summary. This is a two to three page written summary of the event and lessons learned. The written summary must be completed. This summary is used for training purposes. All data, and other materials used to prepare for and conduct the critique must be forwarded to the Fire Chief or Officer within 10 days of the critique.

Company-Officer Critique Review
Company-level critique review will be presented to all Fire Department officers on a regular basis throughout the year. The objective of the critique review is to provide the follow-up training of lessons learned to all Departmental Officers.
The Fire Chief Section will prepare the Critique Review Training Packet. The training packet will include video, slide, transparency, and other materials emphasizing lessons learned. The Fire Chief, or his designee, will conduct the critique review at quarterly Fire Department Officer Meeting.
Here are some of the questions to help you while conducting your critique of the incident. Be sure to consider this information when completing your post-incident analysis report.

**CRITIQUE SUMMARY**

- Incident Address

- Incident Date and Time

- Describe the conditions of the scene upon arrival

- What size of attack line was deployed?

- Were you an officer in charge? If so, of what section?

- Identify and describe any unique problems you may have encountered.

- Describe any events or actions at this emergency that assisted you in accomplishing your objectives or tasks.

- Describe any events or actions at this emergency that may have hindered you in accomplishing your objectives or tasks

- Did you experience any equipment failures? List/Describe failures.

- Did you encounter any SAFETY problems? If so, identify.

- What would you do differently the next time?

- Any recommended changes in plan, procedures, training, or equipment as a result of this incident?

- Was accountability established?
Your Task:

Step One:

After reading the above material, provide a written description of how you will develop and conduct a post-incident analysis of this single unit response scenario. All critical elements must be identified and communicated in accordance with departmental policies and procedures.

Post Incident Analysis Report:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
Step Two:

Now refer back to the information in the scenario and your completed post-incident analysis to obtain all of the information required to complete Step Two.

As the Company Officer, you return to your office to complete the following Fire Incident Reporting Form for Fire and Emergency Services. It is the policy of Fire and Emergency Services that all Fire Departments complete the Fire Incident Reporting Form within 24 hours after the incident is terminated.

NOTE: Be sure to refer to the Codes following the Incident Report, to ensure that you properly complete the Property Classification Section on the FES Incident Response Reporting Form.
## Section A: Incident Information

<table>
<thead>
<tr>
<th>Type of Incident (fire, medical, MVA, etc.)</th>
<th>Date of Incident</th>
<th>Time of Incident (hr:min)</th>
<th>Civic #</th>
<th>Street Name</th>
<th>Unit/Suite/Apt. #</th>
<th>City/Town</th>
<th>Province</th>
<th>Postal Code</th>
</tr>
</thead>
</table>

## Section B: Owner Information

<table>
<thead>
<tr>
<th>Name</th>
<th>Company</th>
</tr>
</thead>
<tbody>
<tr>
<td>Civic #</td>
<td>Street Name</td>
</tr>
<tr>
<td>Phone #</td>
<td>Insured</td>
</tr>
</tbody>
</table>

## Section C: Occupant Information

| Name | Phone # | Insured | Yes | No | Unknown |

## Section D: Mobile Property (Please note mobile property is considered any vehicle, trailer, boat, farm equipment, etc.)

<table>
<thead>
<tr>
<th>Make</th>
<th>Year</th>
<th>Model</th>
<th>Serial #</th>
<th>License #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Make</td>
<td>Year</td>
<td>Model</td>
<td>Serial #</td>
<td>License #</td>
</tr>
<tr>
<td>Make</td>
<td>Year</td>
<td>Model</td>
<td>Serial #</td>
<td>License #</td>
</tr>
</tbody>
</table>

## Section E: Property Information and Fire Origin (See classification code reference attached)

<table>
<thead>
<tr>
<th>Property Classification</th>
<th>Origin</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smoke Alarms</td>
<td>Present</td>
</tr>
<tr>
<td>Number of Alarms</td>
<td></td>
</tr>
</tbody>
</table>

## Section F: Additional Information

<table>
<thead>
<tr>
<th>Fire Department</th>
<th>Fire Chief</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report Date</td>
<td>Date Called (mm/dd/yyyy)</td>
</tr>
<tr>
<td>Date Arrived (mm/dd/yyyy)</td>
<td>Time Arrived (hr:min)</td>
</tr>
</tbody>
</table>

*Information is being collected subject to the Fire Protection Services Act and in accordance with the Access to Information and Protection of Privacy Act (ATIPP) and will be treated as confidential.

Signature: ____________________   Contact Telephone # _________________

Additional Comments:

---

Distribution: 1. White copy FES-NL, 2. Yellow copy to Fire Department, 3. Pink copy to Police
### Codes to Utilize for FES Incident Response Reporting Form

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>Lobby, Entranceway</td>
</tr>
<tr>
<td>12</td>
<td>Hallway, Corridor, Mall</td>
</tr>
<tr>
<td>13</td>
<td>Stairway, Escalator</td>
</tr>
<tr>
<td>19</td>
<td>Other Means of Egress</td>
</tr>
<tr>
<td>21</td>
<td>Living Area / Rec / Family / TV Room</td>
</tr>
<tr>
<td>22</td>
<td>Sleeping Area of Bedroom</td>
</tr>
<tr>
<td>23</td>
<td>Dining or Beverage Area</td>
</tr>
<tr>
<td>24</td>
<td>Cooking Area or Kitchen</td>
</tr>
<tr>
<td>25</td>
<td>Washroom or Bathroom</td>
</tr>
<tr>
<td>26</td>
<td>Sauna</td>
</tr>
<tr>
<td>27</td>
<td>Laundry Area</td>
</tr>
<tr>
<td>28</td>
<td>Office of Info. Processing Area</td>
</tr>
<tr>
<td>29</td>
<td>Electronic Equipment</td>
</tr>
<tr>
<td>30</td>
<td>Sales, Showroom Area</td>
</tr>
<tr>
<td>31</td>
<td>Product Processing Area</td>
</tr>
<tr>
<td>32</td>
<td>Assembly Area (School Room, etc.)</td>
</tr>
<tr>
<td>33</td>
<td>Laboratory</td>
</tr>
<tr>
<td>34</td>
<td>Operating Room, Treatment Area</td>
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<tr>
<td>35</td>
<td>Performance Area (Stage, Rink)</td>
</tr>
<tr>
<td>39</td>
<td>Other Functional Area</td>
</tr>
<tr>
<td>41</td>
<td>Closet (eg. Clothes, Broom, Etc.)</td>
</tr>
<tr>
<td>42</td>
<td>Garage</td>
</tr>
<tr>
<td>43</td>
<td>Locker (Apartment Storage)</td>
</tr>
<tr>
<td>44</td>
<td>Trash, Rubbish Storage</td>
</tr>
<tr>
<td>45</td>
<td>Supply Storage Room/Documents</td>
</tr>
<tr>
<td>46</td>
<td>Product or Material Storage</td>
</tr>
<tr>
<td>47</td>
<td>Shipping / Receiving / Loading</td>
</tr>
<tr>
<td>49</td>
<td>Other Storage Area</td>
</tr>
<tr>
<td>51</td>
<td>Elevator (include shaft)</td>
</tr>
<tr>
<td>52</td>
<td>Heating or Cooling Equipment Area</td>
</tr>
<tr>
<td>53</td>
<td>Chimney, Fluepipe</td>
</tr>
<tr>
<td>54</td>
<td>Incinerator Room</td>
</tr>
<tr>
<td>55</td>
<td>Mechanical / Electrical/Services Room</td>
</tr>
<tr>
<td>56</td>
<td>Conveyor Shaft or Chute</td>
</tr>
<tr>
<td>57</td>
<td>Ducting – Heating / Air Conditioning</td>
</tr>
<tr>
<td>58</td>
<td>Ducting – Exhaust (Cooking / Fumes)</td>
</tr>
<tr>
<td>59</td>
<td>Utility Shaft (Electrical , Phone)</td>
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<tr>
<td>60</td>
<td>Other Build / Services / Support</td>
</tr>
<tr>
<td>61</td>
<td>Exterior Wall</td>
</tr>
<tr>
<td>62</td>
<td>Roof</td>
</tr>
<tr>
<td>63</td>
<td>Awning or Canopy</td>
</tr>
<tr>
<td>64</td>
<td>Porch or Balcony</td>
</tr>
<tr>
<td>65</td>
<td>Crawl Space / Sub Structure</td>
</tr>
<tr>
<td>66</td>
<td>Concealed Ceiling Area</td>
</tr>
<tr>
<td>67</td>
<td>Concealed Floor Area</td>
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<tr>
<td>68</td>
<td>Concealed Wall Area</td>
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<tr>
<td>69</td>
<td>Attic Area</td>
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<tr>
<td>70</td>
<td>Other Structural Area</td>
</tr>
<tr>
<td>71</td>
<td>Open Area (Lawn, Field, Pier, etc.)</td>
</tr>
<tr>
<td>72</td>
<td>Court, Patio, Terrace</td>
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<tr>
<td>73</td>
<td>Parking Area, Parking Lot</td>
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<tr>
<td>74</td>
<td>Storage Area</td>
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<tr>
<td>79</td>
<td>Other Outside Area</td>
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<tr>
<td>81</td>
<td>Engine Area</td>
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<tr>
<td>82</td>
<td>Running Gear / Wheels / Brakes, etc.</td>
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<tr>
<td>83</td>
<td>Electrical Systems</td>
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<td>84</td>
<td>Fuel System / Tank</td>
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<td>85</td>
<td>Operator Control Area</td>
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<td>86</td>
<td>Passenger Area</td>
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<tr>
<td>87</td>
<td>Truck / Cargo Area</td>
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<tr>
<td>89</td>
<td>Other Vehicle Area</td>
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<tr>
<td>91</td>
<td>Multiple Areas of Origin</td>
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<td>Other</td>
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<td>98</td>
<td>Undetermined</td>
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<tr>
<td>101</td>
<td>Theater – Motion Picture</td>
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<tr>
<td>102</td>
<td>Theater – Concert Hall, Live</td>
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<tr>
<td>103</td>
<td>Radio or TV Studio</td>
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<tr>
<td>104</td>
<td>Opera House</td>
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<td>Museum</td>
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<td>Art Gallery</td>
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<td>Library</td>
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<td>114</td>
<td>Auditorium</td>
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<tr>
<td>115</td>
<td>Lecture Hall</td>
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<tr>
<td>121</td>
<td>Bowling Alley, Billiard Centre</td>
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<tr>
<td>122</td>
<td>Dance Studio</td>
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<tr>
<td>123</td>
<td>Community / Exhibition / Dance Hall</td>
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<tr>
<td>124</td>
<td>Sport / Country / Social / Yacht Club</td>
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<td>125</td>
<td>Gymnasium</td>
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<td>126</td>
<td>Non Residential Club</td>
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<tr>
<td>131</td>
<td>School – Pre-Elementary</td>
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<tr>
<td>132</td>
<td>School – Elementary</td>
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<tr>
<td>133</td>
<td>School – Secondary – Junior High</td>
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<tr>
<td>134</td>
<td>School – Secondary – Senior High</td>
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<td>135</td>
<td>School – Tech, Indus. Trade</td>
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<td>136</td>
<td>School – Business, Commercial, Secretarial</td>
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<td>School – Post Secondary (College)</td>
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<td>School – Post Secondary (University)</td>
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<td>Bus Terminal</td>
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<td>143</td>
<td>Railway Station</td>
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<td>Subway Station</td>
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<td>Marine Terminal</td>
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<tr>
<td>151</td>
<td>Restaurant 30+ Food and Drink</td>
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<tr>
<td>152</td>
<td>Bar, Tavern, Night Club</td>
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<tr>
<td>153</td>
<td>Church, Other Place of Worship</td>
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<td>154</td>
<td>Funeral Facility</td>
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<td>155</td>
<td>Legislative Facility / Building</td>
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<td>156</td>
<td>Court Facility</td>
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<td>157</td>
<td>Day Care Centre</td>
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<td>161</td>
<td>Arena</td>
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<td>162</td>
<td>Ice Rink</td>
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<td>163</td>
<td>Indoor Swimming Facility</td>
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<td>171</td>
<td>Theater – Drive-In</td>
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<td>172</td>
<td>Stadium</td>
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<td>173</td>
<td>Exhibition, Fair Amuse Structure</td>
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<td>174</td>
<td>Bleacher, Grandstand, Review</td>
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<td>199</td>
<td>Other Assembly</td>
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<td>201</td>
<td>Jail, Prison, Penitentiary</td>
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<tr>
<td>202</td>
<td>Reformatory (Detention Quarters)</td>
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<td>203</td>
<td>Adult Detent Camp (Minimum Security)</td>
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<td>204</td>
<td>Police Station (Detention Quarters)</td>
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<td>Young Offender Detention Facility</td>
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<td>206</td>
<td>Psychiatric Hospital / Detention</td>
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<tr>
<td>211</td>
<td>Psychiatric Hospital / No Detention</td>
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<td>212</td>
<td>Public / Private Hospital</td>
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<td>213</td>
<td>Sanatorium / No Detention</td>
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<td>214</td>
<td>Home for the Aged</td>
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<td>215</td>
<td>Nursing Home</td>
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<td>Children Custodial Home</td>
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<td>299</td>
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<tr>
<td>301</td>
<td>Detached Dwelling</td>
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<tr>
<td>302</td>
<td>Semi-Detached Dwelling</td>
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<td>303</td>
<td>Attached Dwelling – Town House</td>
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<tr>
<td>311</td>
<td>Rooming / Boarding / Lodging House</td>
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<td>312</td>
<td>Group Home</td>
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<td>313</td>
<td>Retirement Home</td>
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<tr>
<td>321</td>
<td>Multi-Unit Dwelling 2-6 Unit</td>
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<tr>
<td>322</td>
<td>Multi-Unit Dwelling 7 – 12 Unit</td>
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<tr>
<td>323</td>
<td>Multi-Unit Dwelling 13 Plus</td>
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<td>331</td>
<td>Apartment / Flat with Business</td>
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<td>332</td>
<td>Detached Dwelling with Business</td>
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<tr>
<td>333</td>
<td>Semi Detached Dwelling with Business</td>
</tr>
<tr>
<td>334</td>
<td>Attached Dwelling with Business</td>
</tr>
<tr>
<td>335</td>
<td>Detached Dwelling / Apt above Ground</td>
</tr>
<tr>
<td>336</td>
<td>Detached Dwelling / Apt below Ground</td>
</tr>
<tr>
<td>337</td>
<td>Semi Detached Dwelling / Apt above Ground</td>
</tr>
<tr>
<td>338</td>
<td>Semi Detached Dwelling / Apt below Ground</td>
</tr>
<tr>
<td>339</td>
<td>Attached Dwelling / Apt above Ground</td>
</tr>
<tr>
<td>340</td>
<td>Attached Dwelling / Apt Below Ground</td>
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<tr>
<td>341</td>
<td>Motor Home, Camper, Trailer</td>
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<tr>
<td>342</td>
<td>Mobile Home</td>
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<tr>
<td>343</td>
<td>Tent</td>
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<tr>
<td>344</td>
<td>Houseboat</td>
</tr>
<tr>
<td>345</td>
<td>Small Tool / Rental / Service Centre</td>
</tr>
<tr>
<td>346</td>
<td>Fire Station</td>
</tr>
<tr>
<td>347</td>
<td>Other Business / Personal Service</td>
</tr>
<tr>
<td>348</td>
<td>Restaurant 1-30 Food and Drink</td>
</tr>
<tr>
<td>349</td>
<td>Supermarket, Grocery Store</td>
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<tr>
<td>350</td>
<td>Specialty Food / Butcher / Deli</td>
</tr>
<tr>
<td>351</td>
<td>Hotel, Inn, Lodge – Non Alcohol</td>
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<tr>
<td>352</td>
<td>Hotel, Inn, Lodge – Alcohol License</td>
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<tr>
<td>353</td>
<td>Motel, Motor Hotel – Non Alcohol</td>
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<td>Motel, Motor Hotel – Alcohol License</td>
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<tr>
<td>355</td>
<td>School / College Dorm (Detached)</td>
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<tr>
<td>356</td>
<td>Nurses Residence (Detached from Hospital)</td>
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<tr>
<td>357</td>
<td>Military Barrack</td>
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<tr>
<td>358</td>
<td>Bunkhouse, Workers Barrack</td>
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<tr>
<td>359</td>
<td>Residential Club</td>
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<td>360</td>
<td>Hostel</td>
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<tr>
<td>361</td>
<td>Convent, Monastery</td>
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<td>362</td>
<td>Other Residential</td>
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<tr>
<td>401</td>
<td>Bank</td>
</tr>
<tr>
<td>402</td>
<td>Post Office</td>
</tr>
<tr>
<td>403</td>
<td>Barber Shop, Beauty Parlor</td>
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<td>404</td>
<td>Laundry, Dry Cleaner &amp; Self-Service</td>
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<tr>
<td>405</td>
<td>General Business Office</td>
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<td>406</td>
<td>Police Station / No Detention</td>
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<td>407</td>
<td>Dental / Medical Office</td>
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<td>408</td>
<td>Animal Hospital</td>
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<td>Radio Station</td>
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<td>410</td>
<td>Small Tool / Rental / Service Centre</td>
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<td>411</td>
<td>Fire Station</td>
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<tr>
<td>499</td>
<td>Other Business / Personal Service</td>
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<tr>
<td>Code</td>
<td>Description</td>
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<td>------</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td>505</td>
<td>Liquor / Wine / Beer Store</td>
</tr>
<tr>
<td>506</td>
<td>Market – Outdoor (Fruit/Flower/Vegetable)</td>
</tr>
<tr>
<td>507</td>
<td>Market – Indoor (Fruit/Flower/Vegetable)</td>
</tr>
<tr>
<td>511</td>
<td>Department Store</td>
</tr>
<tr>
<td>512</td>
<td>Catalogue / Mail Order Outlet</td>
</tr>
<tr>
<td>521</td>
<td>Clothing Store</td>
</tr>
<tr>
<td>522</td>
<td>Fabric Store</td>
</tr>
<tr>
<td>523</td>
<td>Furniture / Appliance Store</td>
</tr>
<tr>
<td>526</td>
<td>Building Supply Store</td>
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<tr>
<td>527</td>
<td>Lumber Yard</td>
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<td>528</td>
<td>Garden Supply</td>
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<td>529</td>
<td>Book / Stationary / Art Supply</td>
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<td>530</td>
<td>Pharmacy</td>
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<td>531</td>
<td>Florist</td>
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<tr>
<td>532</td>
<td>Hobby Shop, Sporting Goods</td>
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<td>533</td>
<td>Pet Shop</td>
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<td>534</td>
<td>Video Rental Shop</td>
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<td>599</td>
<td>Other Mercantile</td>
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<tr>
<td>601</td>
<td>Motor Vehicle Sales</td>
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<td>602</td>
<td>Service Station</td>
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<tr>
<td>603</td>
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<td>Motor Vehicle Parts / Access Sal</td>
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<td>605</td>
<td>Car Wash</td>
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<td>606</td>
<td>Watercraft Sales</td>
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<td>607</td>
<td>Marina, Marine Service Station</td>
</tr>
<tr>
<td>609</td>
<td>Other Vehicle Sales / Service</td>
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<tr>
<td>611</td>
<td>Hydro Generating Plant</td>
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<td>612</td>
<td>Hydro Distribution Facility</td>
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<td>613</td>
<td>Gas Processing Plant</td>
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<td>Water Works</td>
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<td>616</td>
<td>Water Distribution Facility</td>
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<tr>
<td>617</td>
<td>Sanitary Services / Plant</td>
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<td>618</td>
<td>Flammable Liquid Distribution Facility</td>
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<td>619</td>
<td>Other Utilities</td>
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<td>621</td>
<td>MFG – Petroleum Products</td>
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<td>622</td>
<td>MFG - Chemicals</td>
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<td>623</td>
<td>MFG – Plastics</td>
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<tr>
<td>624</td>
<td>MFG – Paint, Varnishes, Lacquers</td>
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<td>625</td>
<td>MFG – Drugs, Cosmetics, Pharmaceuticals</td>
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<td>626</td>
<td>MFG – Rubber Goods</td>
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<td>627</td>
<td>MFG – Asphalt</td>
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<td>628</td>
<td>MFG – Coal Products</td>
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<td>629</td>
<td>MFG – Other Chem/Petro/Paint/Plastic</td>
</tr>
</tbody>
</table>
Step Three:

Now that the post-incident analysis report and the Fire Incident Report Form have been completed, as a Company Officer, you are expected to provide a brief narrative outlining the needs and benefits of collecting incident response data, so that incident response reports are timely and accurate.

Needs and Benefits of Collecting Incident Response Data Narrative:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
Candidate: _________________________________  Date: _______________________
Candidate #: _____________________________________

STANDARD: 4.4.3 and 4.4.3(B)
Topic Area: Administration

TASK: The instructor trainee will prepare a budget request, given a need and budget forms, so that the request is in the proper format and is supported with data.

PERFORMANCE OUTCOME: The instructor trainee will prepare a budget request, so that the request is in the proper format and is supported with data.

CONDITIONS: This skill must be submitted to the Evaluator.

EQUIPMENT REQUIRED: Budget need; budget forms; budget data; written/technology instruments


<table>
<thead>
<tr>
<th>No.</th>
<th>Task Steps</th>
<th>Task Value</th>
<th>First Test Score</th>
<th>Retest Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>The Instructor Candidate demonstrates</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Memo to Fire Chief on formal budget request</td>
<td>Pass/Fail</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Budget Request Form is completed</td>
<td>2.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Revenue sources identified</td>
<td>1.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Budget process followed</td>
<td>1.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Budget has supported data</td>
<td>2.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Use of correct grammar, spelling usage and formatting</td>
<td>1.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Use of correct sentence structure and paragraphing</td>
<td>1.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>Recommendations are clear</td>
<td>2.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Provide necessary supporting data</td>
<td>2.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>TOTAL</td>
<td>12</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Points Possible = 12
Total Points Needed to Pass = 9
Total Points Scored = _______

☐ Pass    ☐ Fail
Information for Assignment:

Please review the following information that you will need to complete a Budget Request to either to repair or replace a piece an aging apparatus for the Town of Marine Institute.

Issues with the aging Fire Truck:

Currently the Town has the following Fire Apparatus:

- Fire Truck - 1998 Metalfab with a 500 gallon tank, gas engine and standard transmission
- Fire Truck - 2010 E-1, 1050 gallon tank, diesel engine and has automatic transmission.
- Support Vehicle - 2004 F350 Ford cube van

You receive the following memo and maintenance record from the Marine Institute Fire Chief’s office this morning. Look over the records and write your report to the Fire Chief, in memorandum format, recommending the immediate and the long-term solution for the fifteen year old pumper.

MARINE INSTITUTE FIRE DEPARTMENT
Interoffice Memorandum

To: Captain G. Long, Apparatus Supervisor

From: Ms. Lucinda Crann, Administrative Officer

Date: June 1st

Subject: Status of Pumper One

Chief Watkins has directed me to forward to you the enclosed Equipment Maintenance record, which was brought to his attention yesterday.

He would like for you to bring a report of this situation to the next staff meeting, during which our upcoming apparatus costs will be discussed for inclusion in the department's next budget request.

Both Deputy Chief Banks and Fire Chief Watkins are very concerned that the best long-term decision be made concerning Pumper One, and they request that your report includes recommendations to that effect.

The meeting will be held in the conference room at 0930, Friday. You will use the Discussion Forum – Introduction of Report at Meeting to provide an introduction to your report at this meeting.

Your cooperation in this matter is greatly appreciated.
## Marine Institute Fire Department
### Equipment Maintenance Record
#### Apparatus-Pumper 1, 1998, 840 Metalfab
(500 gallon tank, gas engine and standard transmission)

<table>
<thead>
<tr>
<th>DATE</th>
<th>SERVICE/REPAIR PERFORMED</th>
<th>REPLACEMENT COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 3</td>
<td>Major Electrical Problem – Main Power Wire and Wiring Harness / Wiring Harness Patched for Now</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>February 15</td>
<td>Pump Failed ULC Testing – Will not Draft</td>
<td>$30,000.00</td>
</tr>
<tr>
<td>February 29</td>
<td>Water Tank – Severe Leak</td>
<td>$15,000.00</td>
</tr>
<tr>
<td>March 15</td>
<td>Rear Tires Worn and Choppy – Showing signs of Dry Rot</td>
<td>$3,200.00</td>
</tr>
<tr>
<td>March 22</td>
<td>Engine – Using extreme amounts of Oil / Engine requires Rebuild</td>
<td>$25,000.00</td>
</tr>
</tbody>
</table>

**NOTE**
Truck is designed with a Two Door Cab – Not safe riding capability for anyone other than Driver and Passenger

**TOTAL REPLACEMENT COST**
$78,200.00
Funding Agencies / Revenue Sources for the Marine Institute Volunteer Fire/Rescue Department:

1. **The Provincial Government** provides for Fire Departments across the Province with a 50/50 deal to assist with the purchase of a Fire Department Fire Truck. In order to replace the existing Fire Truck, to the same capacity, it will cost **approximately $300,000.00**.

2. **Capital Works/Equipment Funding** provided by the Municipality of Marine Institute consists of a minimum budget of **$80,000.00**.

3. **Repair and Maintenance Budget** - Up to this point in time, in the calendar year, repair and upkeep for the Fire Department, has been allocated at **$100,000.00** by the Municipality. It is important to note that this is for all equipment and apparatus within the Fire Department. If all of the previous year fiscal money is not utilized by the Fire Department, the money goes back into the Municipal coffers. The only money available through this resource is the money that is allocated for that year.

**Funding Raising Initiatives:**

Funding raising initiatives are a small part of this Fire Department’s Budget, which is currently **$20,000.00**. This money is normally used for miscellaneous items, not for Capital Budget expenditures. However, at the request of the Municipality, it may be utilized for this purpose upon agreement from the Funding Raising Committee.

**Additional Information:**

This Fire Truck was evaluated by a Certified Apparatus Technician, who ruled that the current repair required for this apparatus far exceeds the value of the vehicle. This truck was deemed incapacitated and not safe for use during Fire and Emergency operations. It has been removed from service and Mutual Aid with the neighboring community is in effect.
Budget Process:

Option One: If you choose to Replace the Fire Truck:

Total Replacement Cost is estimated at $300,000.00

1. Government Funding – The Town of Marine Institute qualifies for the Provincial Government 50/50 funding for replacement of a Fire Truck because it has a population of 8,000 persons.

2. Municipal Capital Works - $60,000.00 is already allotted to the Fire Department for Apparatus replacement

3. Municipality - The Town of Marine Institute has the option to provide financing based on a 10 year repayment plan.

Option Two: If you choose to Repair the Fire Truck:

1. Annual Fire Department Budget – To allocate $40,000.00 to repairs

2. Municipality – Request additional funding from the Municipality or the Town of Marine Institute can borrow the money
Please prepare a Memorandum to the Fire Chief and the attached Budget Request form to outline your recommendations regarding whether to repair or replace the current Fire Apparatus. Be sure to provide justification for your reasoning.

Fire and Rescue
7 Tennessee Drive
Marine Institute, Newfoundland and Labrador
A2B 1C3

MEMORANDUM

To: Fire Chief
From: Captain
Date:

Reference:
MARINE INSTITUTE VOLUNTEER FIRE/RESCUE DEPARTMENT
BUDGET REQUEST FORM

**Officer Making Request:**

**Department:**

**Budget Category:**

<table>
<thead>
<tr>
<th>Budget Item</th>
<th>Current Budget</th>
<th>Request</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

**Total**

**JUSTIFICATION:**
(If further information is required, please use the attached Further Justification Sheet)

Signature: ________________________  Date:  ________________________________
FURTHER JUSTIFICATION:

Signature: ________________________  Date:  _______________________________
Candidate: _________________________________  Date: _______________________
Candidate #: _____________________________________

STANDARD: 4.4.4 and 4.4.4(B);
Topic Area: Administration

TASK: The Instructor Trainee will explain the purpose of each management component of the organization, given an organization chart, so that the explanation is current and accurate and clearly identifies the purpose and mission of the organization.

PERFORMANCE OUTCOME: The Instructor Trainee will write an explanation of the purpose of each management component of the organization, so that the explanation is current and accurate and clearly identifies the purpose and mission of the organization.

CONDITIONS: This skill must be submitted to the Evaluator.

EQUIPMENT REQUIRED: Organization chart; writing/technology equipment


<table>
<thead>
<tr>
<th>No.</th>
<th>Task Steps</th>
<th>Task Value</th>
<th>First Test Score</th>
<th>Retest Score</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The Instructor Candidate demonstrates</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>Identify and explain the purpose of each management component</td>
<td>2.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Identify the purpose of the organization</td>
<td>2.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Identify the mission of the organization</td>
<td>2.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>TOTAL</td>
<td>6.0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Points Possible = 6
Total Points Needed to Pass = 5
Total Points Scored = _______
☐ Pass          ☐ Fail
FIRE OFFICER I
NFPA 1021, 2014 Edition

JPR #FOI-9

Proctor/Candidate Comments:

Proctor Signature ____________________ Date ________________

Candidate Signature ____________________ Date ________________

Re-Test Proctor ____________________ Date ________________

Re-Test Candidate ____________________ Date ________________
Read the following Information before beginning your task:

The Marine Institute Fire/Rescue Department consists of a volunteer fire/rescue department with 24 active members, not including the Fire Chief. The Fire Chief reports directly to the Mayor of the town. There is also an administrative person, stores clerk and a town engineer that interact with the Fire Chief and departmental members.

Below is the organizational chart to reflect the roles within the Marine Institute Fire Department:
Your task:

Write an explanation of the purpose of each management component of the organization, so that the explanation is current and accurate and clearly identifies the purpose and mission of the organization.
TOWN OF STEPHENVILLE
ORGANIZATIONAL CHART

COUNCIL

TOWN MANAGER

PUBLIC WORKS SUPERINTENDENT

ASSISTANT PUBLIC WORKS SUPERINTENDENT

PUBLIC WORKS STAFF

TOWN CLERK

MUNICIPAL ENFORCEMENT OFFICER

ADMINISTRATIVE STAFF

FIRE CHIEF/DEVELOPMENT OFFICER

FIRE DEPARTMENT STAFF
FIRE OFFICER I
NFPA 1021, 2014 Edition

JPR #FOI-10

Candidate: _________________________________  Date: _______________________

Candidate #: _____________________________________

STANDARD:
4.5.1 and 4.5.1(B);
4.5.2 and 4.5.2(B);

Topic Area:
Inspection and Investigation

NFPA 1021, 2014 Edition

TASK: The Instructor Trainee describe the procedures of the AHJ for conducting fire inspections, given any of the following occupancies, so that all hazards, including hazardous materials are identified, approved forms are completed and approved action initiated:

<table>
<thead>
<tr>
<th>Assembly</th>
<th>Educational</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Care</td>
<td>Detention and Correctional</td>
</tr>
<tr>
<td>Residential</td>
<td>Mercantile</td>
</tr>
<tr>
<td>Business</td>
<td>Industrial</td>
</tr>
<tr>
<td>Storage</td>
<td>Unusual Structures</td>
</tr>
<tr>
<td>Mixed Occupancies</td>
<td></td>
</tr>
</tbody>
</table>

The Instructor Trainee will identify construction, alarm detection and suppression features that contribute to or prevent the spread of fire, heat and smoke throughout the building or from one building to another, given an occupancy, and the policies and forms of the AHJ, so that a pre-incident plan for any of the following occupancies is developed:

<table>
<thead>
<tr>
<th>Public Assembly</th>
<th>Educational</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institutional</td>
<td>Residential</td>
</tr>
<tr>
<td>Business</td>
<td>Industrial</td>
</tr>
<tr>
<td>Manufacturing</td>
<td>Storage</td>
</tr>
<tr>
<td>Mercantile</td>
<td>Special Properties</td>
</tr>
</tbody>
</table>

PERFORMANCE OUTCOME: The Instructor Trainee will assume the role of a Company Officer and will conduct a fire inspection of one of the occupancies listed above. All findings of the inspection shall be documented in accordance with approved policies and procedures of the AHJ. In addition, the instructor trainee will identify construction, alarm, detection, and suppression systems and develop a pre-incident plan for the occupancy in accordance with approved policies and procedures of the AHJ. Your facility must include alarm detection and suppression features.

CONDITIONS: This skill must be submitted to the Evaluator.

EQUIPMENT REQUIRED: Occupancies, policies and forms of the AHJ; writing/technology instruments

### Task Steps Table

<table>
<thead>
<tr>
<th>No.</th>
<th>Task Steps</th>
<th>Task Value</th>
<th>First Test Score</th>
<th>Retest Score</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The Instructor Candidate demonstrates</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td><strong>Step One:</strong> Attach an Inspection Verification Form from owner/occupant, while conducting the inspection</td>
<td>Pass / Fail</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Provide a completed Fire Inspection document</td>
<td>Pass/Fail</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>All sections of the Inspection Form are completed</td>
<td>2.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Inspection form is legible and signed off</td>
<td>2.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td><strong>Step Two:</strong> Pre-incident Plan provided</td>
<td>Pass/Fail</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>All elements of pre-incident plan are completed according to policy, forms, drawings, etc.</td>
<td>3.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Communicate effectively using written methods</td>
<td>1.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Identified Construction, Alarm, Detection and Suppression systems in the occupancy</td>
<td>2.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td>10</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Points Possible = 10  
Total Points Needed to Pass = 7  
Total Points Scored = _______

- [ ] Pass    - [ ] Fail

**Proctor/Candidate Comments:**

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

**Proctor Signature** ___________________________ **Date** ___________  
**Candidate Signature** ___________________________ **Date** ___________  

**Re-Test Proctor** ___________________________ **Date** ___________  
**Re-Test Candidate** ___________________________ **Date** ___________
Instructions for completing this Assignment/JPR:

Participants will complete this assignment using the attached Fire Inspection and Fire Inspection Validation forms. The validation form is to be presented to the owner/occupant at the time of the inspection. S/he must sign off that this inspection was conducted at the actual location that you have chosen.

Step One:

Participants are to go into their community, using the Fire and Life Safety Inspection Report Form below, conduct a fire inspection of one of the following occupancies:

- Assembly
- Health Care
- Residential
- Business
- Storage
- Mixed Occupancies
- Educational
- Detention and Correctional
- Mercantile
- Industrial
- Unusual Structures

Step Two:

Based on the information you have collected in Step One, using the Pre-Incident Plan information provided below, develop a pre-incident plan for the occupancy, in accordance with approved policies and procedures of the Authority Having Jurisdiction.

Further to this, identification must be made of construction, alarm, detection and suppression systems in the occupancy you have chosen.
Fire Inspection Verification Form

This form is to be completed as part of the Certification process for the National Fire Protection Association’s Fire Officer Level I Program. This activity does not constitute a fire inspection, and in no way should it be assumed that the observations made while completing this exercise will result in detection of any problem or violation.

The purpose for the candidate to enter the property is to complete a performance checklist, NOT to conduct a fire inspection. Your signature below indicates that this individual did enter the premises for the purposes identified above. Your signature does not indicate thoroughness, accuracy or quality as related to the activity. If you have any questions regarding this form, contact (709) 643-5550 Ext. 221, 230 or 222.

Candidate’s Name:    Student Number:

Checkmark verification for this activity:

☐ Property Owner or Manager    ☐ Supervisor    ☐ Occupant

Name of person verifying activity:

Type of Property:

Property Address:

Date of Inspection:

Checkmark applicable activity for this form:

Mandatory Activities:

☐ Identify Fire / Life Safety Hazards    ☐ Apply Standards / Codes
☐ Discuss detection, alarm and suppression systems    ☐ Informative
☐ Courteous    ☐ Professional appearance
☐ Pleasant    ☐ Informative

My signature below attests that the above candidate entered the aforementioned property for the purpose of completing a required activity. Please print clearly.

Name:
Town/City:    Province:
Postal Code:    Telephone Number:
Signature:
## Fire and Life Safety Inspection Report

<table>
<thead>
<tr>
<th>Instructions:</th>
<th>Yes</th>
<th>No</th>
<th>NA</th>
<th>Yes</th>
<th>No</th>
<th>NA</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A</strong> EXTERIOR</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Fire department access is blocked</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Fire hydrants are unobstructed and of the correct thread size</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 Fire dept. connections are unobstructed and of the correct thread size</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 The path of travel and exits are free and clear to a public way</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 Propane tanks are installed and protected</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 Fire escapes are in acceptable condition</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7 Chimney(s) appear to be in acceptable condition</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8 Other exterior deficiencies noted i.e. Electrical drops, dumpsters</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>B</strong> MECHANICAL SERVICE SPACES</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Heating system has received its annual servicing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Clearances from combustible construction as required</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 Type of heating system.....</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 Integrity of the fire separations is maintained</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 Amount/type of storage in the service rooms is acceptable</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 Service room doors are equipped with self closures and are closed</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7 Other heating/mechanical deficiencies noted</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>C</strong> FIRE ALARM &amp; DETECTION SYSTEMS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Automatic fire alarm system installed where required</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Fire alarm system is powered and no trouble showing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 Fire alarm system was tested during inspection</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4 Fire alarm system has received a current annual inspection</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 Other fire alarm &amp; detection systems deficiencies noted</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>D</strong> HOUSEKEEPING</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Combustible waste material is within acceptable amounts</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2 Approved waste receptacles are in use</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 Combustible materials are stored in acceptable storage rooms/ areas</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>4 Combustible materials attached to any wall is less than or equal to 20% area of the wall</td>
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<tr>
<td>5 Other housekeeping deficiencies noted</td>
<td></td>
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<tr>
<td><strong>E</strong> RECORDS MANAGEMENT</td>
<td></td>
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</tr>
<tr>
<td>1 Fire Protection Equipment Maintenance Logs are maintained where required</td>
<td></td>
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<tr>
<td>2 Fire drill log is maintained where required</td>
<td></td>
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<tr>
<td>3 Means of egress inspection log is complete where required</td>
<td></td>
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<tr>
<td><strong>F</strong> MEANS OF EGRESS</td>
<td></td>
<td></td>
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<tr>
<td>1 There is sufficient number of means of egress</td>
<td></td>
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<tr>
<td>2 Means of egress is free and clear</td>
<td></td>
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<tr>
<td>3 Interior Fire/smoke barrier doors are maintained and operating properly</td>
<td></td>
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<tr>
<td>4 exit doors are maintained and open in the direction of travel where required</td>
<td></td>
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<tr>
<td>5 Interior stairs and open stairwells are free of all storage</td>
<td></td>
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<tr>
<td>6 Exit doors are equipped with panic hardware and self closures where required</td>
<td></td>
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<td></td>
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<tr>
<td>7 Other means of egress deficiencies noted</td>
<td></td>
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<tr>
<td><strong>G</strong> OCCUPANT SAFETY</td>
<td></td>
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<tr>
<td>1 There are capacity orders posted where required</td>
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<tr>
<td>2 Fire drills are being conducted as required</td>
<td></td>
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<tr>
<td>3 Current Fire Safety plan in place if required</td>
<td></td>
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<tr>
<td>4 Interior wall and ceiling finish acceptable</td>
<td></td>
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<tr>
<td>5 Other occupant safety deficiencies noted</td>
<td></td>
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<tr>
<td><strong>H</strong> ELECTRICAL</td>
<td></td>
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<tr>
<td>1 Visible wiring appears acceptable</td>
<td></td>
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<tr>
<td>2 Extension cords are used in place of permanent wiring</td>
<td></td>
<td></td>
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<tr>
<td>3 Electrical equipment being used, appears to be in good condition</td>
<td></td>
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<tr>
<td>4 Switches and receptacles appear acceptable</td>
<td></td>
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<tr>
<td>5 Distribution panels are covered and are labeled</td>
<td></td>
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<tr>
<td>6 An electrical inspection report is required</td>
<td></td>
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<tr>
<td>7 Other electrical deficiencies noted</td>
<td></td>
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<tr>
<td><strong>I</strong> EXIT/EMERGENCY LIGHTING</td>
<td></td>
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<tr>
<td>1 Exit lighting is AC/DC and operational</td>
<td></td>
<td></td>
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<tr>
<td>2 Exit signs are visible from all areas</td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>3 Adequate emergency lighting if required</td>
<td></td>
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<tr>
<td>4 Emergency lighting is operational</td>
<td></td>
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<tr>
<td>5 Other Exit/Emergency Lighting deficiencies noted</td>
<td></td>
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<tr>
<td>E</td>
<td>SMOKING</td>
<td>F</td>
<td>HAZARDOUS MATERIALS</td>
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<tr>
<td>1</td>
<td>Designated smoking area where permitted</td>
<td>1</td>
<td>Portable fire extinguishers; placement, classification, number adequate and unobstructed</td>
<td></td>
<td></td>
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<tr>
<td>2</td>
<td>On site smoking material disposed of properly</td>
<td>2</td>
<td>Portable fire extinguisher(s) service date is current</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>F</td>
<td>HAZARDOUS MATERIALS</td>
<td>3</td>
<td>Fire extinguishing systems service date is current</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Hazardous materials are stored in approved containers/cabinets or areas</td>
<td>4</td>
<td>Type of extinguishing system.....</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>2</td>
<td>Storage areas and containers are properly identified</td>
<td>5</td>
<td>Sprinkler and other Water Spray System service date is current</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>3</td>
<td>Other Hazardous Materials deficiencies noted</td>
<td>6</td>
<td>Sprinkler heads are unobstructed</td>
<td></td>
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<tr>
<td>7</td>
<td>Other Fire Protection Equipment deficiencies noted</td>
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</tbody>
</table>

The following deficiencies have been identified and require the following corrective action(s), to be completed by the noted compliance date.

<table>
<thead>
<tr>
<th>Deficiency</th>
<th>Corrective Action</th>
<th>Compliance Date</th>
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<tbody>
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</table>

* Additional information as required may be made on additional pages, and shall become part of this inspection report.

REMARKS & RECOMMENDATIONS: In the interest of Fire Prevention and Life Safety, you are requested to immediately begin corrective action on all the deficiencies as listed and to complete such action within the next ________ days. A follow up inspection will be made on __________________________.

DATE OF LAST FOLLOW-UP INSPECTION: REFERRED TO FIRE & EMERGENCY SERVICES FOR FURTHER ACTION ON:

Inspector(s) Name: Inspector(s) Signature

White – Building Owner/Manager | Canary – Fire Dept Copy/Town | Pink – Fire & Emergency Services - NL
Step Two: Pre-incident Plan of Facility

After completing the fire inspection of your chosen facility, using the guidelines below, prepare a Pre-incident Plan.
The format and guidelines for formulating a Pre-Incident Plan for all buildings requiring Pre-Incident Plans in the Town of Marine Institute

To comply with the Town of Marine Institute “Fire Protection and Life Safety Regulation Bylaw 2013 NO. 0000 Part 5 - Section 12
Introduction

Firefighters are expected to respond in a timely fashion into a very hostile environment to perform rescues and/or extinguish fires. This hostile environment of heat, smoke, and noise is further complicated by lightweight construction techniques that fail rapidly under fire conditions.

Information must be acquired before an incident occurs in the form of a Pre-Incident Plan.

Responding fire crews use the Pre-Incident Plan to improve their effectiveness and safety. It indicates all hazards and resources related to a building or complex. The information is presented as drawings and printed descriptions on either laptop computers or in binders carried on the fire apparatus.

In order for a building’s Pre-Incident Plan to be approved by the Fire Chief, the plan should include all the measures contained in Part 5 Section 12 of the Fire Protection and Life Safety Regulation Bylaw 2013 NO. 0000.

A copy of Part 5, Section 12 of the Fire Protection and Life Safety Regulation Bylaw 2013, NO. 0000 Part 5, Section 12 is attached.

The format and information contained in this guideline should be followed closely in order to simplify and standardize the Pre-Incident Plan. The complexity of the Pre-Incident Plan will be determined by the size of the building and the fire protection systems within that building.

Once the Pre-Incident Plan has been developed it shall be forwarded to the Fire Chief and Town Council of Marine Institute for review and approval. This is to be done by way of an email addressed to mfid@marine.mi.ca as a PDF document. This office will not accept hard copies of the Pre-Incident Plan for review. Once the Pre-Incident Plan has been accepted the producer of the Pre-Incident Plan will be notified and forwarded a letter of approval.
Requirements:

Printed Descriptions

Building Information
A written description of the building including the following;

- Complex/Building name and address
- Building construction, including;
  - Construction type i.e. non-combustible.
  - Wall construction i.e. concrete tilt-up.
  - Floor construction i.e. truss joist, plywood.
  - Roof construction i.e. steel truss.
  - Roof covering i.e. Q-deck & tar & gravel.
- Identify the number of floors i.e. 1 basement/2 floors.
- Roof access locations
- Number of designated Firefighter elevators and the emergency number for the elevator service company.
- Describe any areas that may present a hazard to firefighters. These may include;
  - Grease pits
  - Swimming pools
  - Sunken loading docks
  - Mezzanines without railings or that have removable sections
  - Stairs or doors that lead nowhere
  - Self-locking doors that may prevent firefighters from accessing different floors from a stairwell

Emergency Contact

At least three after-hour emergency contacts for each address and/or business unit is required. Please indicate the unit number, business name, person’s name, and all contact numbers. This contact should be the most readily available representative to allow access to the premises.

Hazardous Materials

If hazardous materials are to be on the premises the location of the MSD sheets is to be noted. A list of the materials is to be submitted. It shall contain:

- Address and/or unit in which the materials are kept.
- Product name
- Quantity by volume
Drawings

The views are to be on a template with the header containing the following information. (See sample attached)
- Oriented with North pointing to the top of the page.
- The complex/building name and address.
- The name of the current view. (UG1), (1st floor)
- The relevant construction description.
- Areas protected by sprinklers. (All), (None), (UG only)

Site Plan

The site plan shows:
- The building and all roads and drivable areas suitable for fire apparatus.
- The roads show both sides and all relevant traffic medians that may affect access.
- At least one (1) city hydrant (the closest) and all private hydrants.
- The partial outline of the neighbouring buildings that could become exposures (within 50').
- Overhead wires that may hinder the use of an aerial device.
- Fences, hedges, retaining walls
- A main entrance
- Gas shutoff
- Entrance to underground parking
- Fire department connections
- Overhead doors
- Skylights and roof hatches
- Fire walls (4 hour)
- Elevators
- Main electrical shut off
- Alarm reset and Annunciators
- Firefighter hazard locations
- Addresses and/or unit numbers
- Outline of underground parking
- Storm drain locations
Underground Plan

- Building footprint
- Electrical panels
- Room or area names or uses
- Parking ramps
- Exits
- Hazards
- Firefighting tools and appliances

Floor Plans

- Building footprint
- Floor outline in bold
- Show all fire rated separations and their rating
- Show openings to all rooms
- Stairs, elevators etc.
- Electrical panels
- Room or area names or uses
- Hazards
- All partition walls
- Firefighting tools and appliances
Marine Institute Volunteer Fire/Rescue Department
Pre-Incident Plans

Name: _______________________________________________________________________________________

Address: ___________________________________________________ Number of Floors: ___________________

Type of Construction: ___________________________________________________________________________

Floor Construction: _____________________________________________________________________________

Roof Construction: ________________________________ Covering: ________________________________

Roof Access Location: ___________________________________________________________________________

Building Use: __________________________________________________________________________________

Skylights: _____________________________________________________________________________________

FF Elevators: _______________________________ Service Phone #: ____________________________________

Building Notes: ________________________________________________________________________________

_____________________________________________________________________________________________

Caution Notes (Example: Door Codes):
_____________________________________________________________________________________________
_____________________________________________________________________________________________

Key Vault Location: _____________________________________________________________________________

Annunciator Location: ___________________________________________________________________________

Reset Location: ________________________________________________________________________________

Sprinklers: ________________________________ FD Connection Location: _____________________________

Area Protected: _______________________________________________________________________________

Sprinkler Room Location: _______________________________________________________________________

Isolation Valve Location: _________________________________________________________________________

Main Electrical Shut Off Location: __________________________________________________________________

Gas Shut Off Location: __________________________________________________________________________
### Marine Institute Volunteer Fire/Rescue
#### Pre-Incident Plans

**Emergency Contact & Hazardous Materials Information**

**Name:**
____________________________________________________________________________________

**Address:**
____________________________________________________________________________________

#### Emergency Contact Information

<table>
<thead>
<tr>
<th>Suite #</th>
<th>Name</th>
<th>Emergency Contact</th>
<th>EC Phone #</th>
</tr>
</thead>
<tbody>
<tr>
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#### Hazardous Materials Information

<table>
<thead>
<tr>
<th>UN#</th>
<th>Name</th>
<th>CAS#</th>
<th>Quantity</th>
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</table>
### Site Plan Drawing

<table>
<thead>
<tr>
<th>ADDRESS:</th>
<th>OCCUPANCY:</th>
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</thead>
<tbody>
<tr>
<td>NAME:</td>
<td></td>
</tr>
<tr>
<td>WIDTH:</td>
<td>DEPTH:</td>
</tr>
<tr>
<td>EXTERIOR:</td>
<td>INTERIOR:</td>
</tr>
<tr>
<td>ROOF:</td>
<td></td>
</tr>
<tr>
<td>STANDPIPE:</td>
<td>SPRINKLERED:</td>
</tr>
<tr>
<td>FIRE DETECTION:</td>
<td>HYDRANT:</td>
</tr>
<tr>
<td>SPECIAL NOTES:</td>
<td></td>
</tr>
</tbody>
</table>

**Legend:**
- **FDC**
- **Fire Hydrant**
- **Water-Shut-Off (Building)**
- **FD Access**

**DATE:**

**LAST UPDATE:**

**BY:**
Sample of Pre-Incident Diagram below:

![Pre-Incident Diagram](image)

**First Floor Plan**
123 Any Street

**Legend**
- FDC
- Fire Hydrant
- Water Shut-Off (Building)
- FD Access

**Date:**

**Last Update:**

**By:**
FIRE OFFICER I
NFPA 1021, 2014 Edition

JPR #FOI-11

Candidate: _________________________________  Date: _______________________
Candidate #: _____________________________________

STANDARD: 4.5.3 and 4.5.3(B)
Topic Area: Inspection and Investigation

TASK: The instructor trainee will secure an incident scene, given rope or barrier tape, so that unauthorized persons can recognize the perimeters of the scene and are kept from restricted areas, and all evidence or potential evidence is protected from damage or destruction.

PERFORMANCE OUTCOME: The instructor trainee will read an incident scene, then provide a written explanation of how to secure this scene, so that unauthorized persons can recognize the perimeters of the scene and are kept from restricted areas, and all evidence or potential evidence is protected from damage or destruction.

CONDITIONS: This skill must be submitted to the Evaluator.

EQUIPMENT REQUIRED: Scenario of an incident scene; writing/technology instruments


<table>
<thead>
<tr>
<th>No.</th>
<th>Task Steps</th>
<th>Task Value</th>
<th>First Test Score</th>
<th>Retest Score</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The Instructor Candidate demonstrates</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>Identify fire and life safety hazards</td>
<td></td>
<td>1.0</td>
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<tr>
<td>2.</td>
<td>Establish perimeters at an incident scene</td>
<td></td>
<td>1.0</td>
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<tr>
<td>3.</td>
<td>Identified evidence</td>
<td></td>
<td>1.0</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Identified importance of Fire Scene Security</td>
<td></td>
<td>2.0</td>
<td></td>
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<tr>
<td>5.</td>
<td>Salvage and Overhaul plan identified</td>
<td></td>
<td>1.0</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Show indication of evidence preservation</td>
<td></td>
<td>2.0</td>
<td></td>
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<tr>
<td>7.</td>
<td>Identify method(s) to secure scene until investigator arrives</td>
<td></td>
<td>2.0</td>
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</tbody>
</table>

TOTAL 10

Total Points Possible = 10
Total Points Needed to Pass = 7
Total Points Scored = _______

☐ Pass    ☐ Fail
Proctor/Candidate Comments:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Proctor Signature_________________________ Date_________________________

Candidate Signature_______________________ Date_________________________

Re-Test Proctor___________________________ Date_________________________

Re-Test Candidate________________________ Date_________________________
Incident Scenario Information:

It is 3:45 a.m. on a Sunday. You are the company officer in the Marine Institute Volunteer Fire/Rescue Department. You are in charge of four persons conducting fire attack operations during a residential structure fire. After the fire, Fire Fighter Black calls you to the room where the fire has apparently originated. He explains that while shoveling debris for salvage and overhaul in the room, he noticed a liquor bottle containing some liquid and a partially burned cloth in it.

Further investigation uncovers pieces of another liquor bottle that has been broken. It appears that the point of origin is the location of the broken bottle. Another member of your company, Fire Fighter Lawrence, discovers outside the building near the room of origin another liquor bottle with liquid and a cloth in it. There are footprints in a flowerbed that lead from Firefighter Lawrence’s discovery to a fence in the rear of the property. It has taken approximately one hour to make this discovery, due to the operations being conducted at the fire scene. As you study the scene, police officers, and the owner arrive at the scene.

Additional Information:

Within the Province of Newfoundland and Labrador, the RCMP or Royal Newfoundland Constabulary (RNC) conducts fire investigations, often with the assistance of Fire and Emergency Services. For this area, the local RCMP office will conduct the investigation and assign a member to guard the scene until the investigation is completed. This local RCMP office is not staffed twenty four hours a day, seven days a week. During the off hours of 1:30 a.m. – 6:30 a.m., there is an on-call member only. The closest on-call member available for this call is a half an hour away, however, by the time that this fire is considered under control and firefighting activities are unwinding, the RCMP/RNC have already reached the scene (at approximately 4:45 a.m.).

You are in charge. The building is still considered “hot” and there are still some smoke emissions in the room of origin and in the attic area.
Your task:

As the Company Officer, read the incident scene above, then provide a written explanation of how to properly secure this scene so unauthorized persons can recognize the perimeters of the scene and are kept from restricted areas, and all evidence or potential evidence is protected from damage or destruction.

Here are some points to include within your report:

1. Salvage and overhaul plan that protects the area and point of origin but causes remaining fire to be extinguished.

2. Securing the area from unauthorized personnel and unintentional disturbance of evidence by authorized personnel.

3. Protection of evidence.

4. Securing the scene until the investigator arrives.
Evidence and Scene Preservation Report:
STANDARD:
4.6.1 and 4.6.1(B);
4.6.2 and 4.6.2(B);

Topic Area:
Emergency Scene Delivery

TASK: The Instructor Trainee will develop an initial action plan, given size-up information for an incident and assigned emergency response resources, so that resources are deployed to control the emergency.

The Instructor Trainee will implement an action plan at an emergency operation, given assigned resources, type of incident and a preliminary plan, so that resources are deployed to mitigate the situation.

PERFORMANCE OUTCOME: The Instructor Trainee will develop an initial action plan, so that resources are deployed to control the emergency. The Instructor Trainee will implement an action plan at an emergency operation, so that resources are deployed to mitigate the situation.

CONDITIONS: This skill must be submitted to the Evaluator.

EQUIPMENT REQUIRED: Size-up information for an incident; assigned emergency response resources; type of incident; preliminary plan; and writing/technology instruments


<table>
<thead>
<tr>
<th>No.</th>
<th>Task Steps</th>
<th>Task Value</th>
<th>First Test Score</th>
<th>Retest Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>The Instructor Candidate demonstrates</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Incident Action Plan Developed</td>
<td>Pass/Fail</td>
<td></td>
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<td>3.</td>
<td>Describe emergency scene size-up conditions</td>
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<td>4.</td>
<td>Hazards are identified</td>
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<tr>
<td>5.</td>
<td>Implement an initial action plan</td>
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<td></td>
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</tr>
<tr>
<td>6.</td>
<td>Makes provisions for accountability for emergency personnel</td>
<td>1.0</td>
<td></td>
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<tr>
<td>7.</td>
<td>Deploys resources to mitigate the situation</td>
<td>1.0</td>
<td></td>
<td></td>
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<tr>
<td>8.</td>
<td>Allocate resources</td>
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<td></td>
<td></td>
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<tr>
<td>9.</td>
<td>Notification provided to activate local emergency plan, including localized evacuation procedures</td>
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<td>10.</td>
<td>Manage scene safety</td>
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TOTAL 12

Total Points Possible = 12
Total Points Needed to Pass = 9
Total Points Scored = _______
☐Pass ☐Fail
FIRE OFFICER I
NFPA 1021, 2014 Edition

JPR #FOI-12

Proctor/Candidate Comments:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Proctor Signature  Date  Candidate Signature  Date

Re-Test Proctor  Date  Re-Test Candidate  Date
Read the following Fire Station Environment:

Welcome to the Marine Institute Fire/Rescue Department. You will utilize this Fire/Department environment throughout the remaining assignments/JPRs. As you progress through each of the assignments/JPRs, you will not that there will be more policies and procedures presented, depending on what your task requirements are. So be sure to read all components of the assignment/JPR.

The Marine Institute Fire/Rescue Department consists of a building that is 100 feet long and 0 feet wide. It houses two bays that are 16 feet wide. There is a 16 feet work area between both doors.

Inside are 2 pumpers and 1 support vehicle. One pumper is a 15 year old (1998) 840 Metalfab, with a 500 gallon tank, gas engine and standard transmission. The second pumper is a 2010 E-1, 1050 gallon tank, diesel engine and has automatic transmission. The support vehicle consists of a 2004 F350 Ford cube van.

The 30 x 30 training room is located in the back part of the building. There is also a 22 x 50 office/utility space area.

This is a volunteer fire/rescue department has that 24 active members, not including the Fire Chief. Here is a listing of the members:

1. **Fire Chief** Watkins
2. **Deputy Chief** Banks
3. **Captain** Long
4. **Lieutenant** White
5. **Training Officer** Snow
6. **Treasurer** Dunne
7. Firefighter Hawks
8. Firefighter Blanc
9. Firefighter Penny
10. Firefighter Black
11. Firefighter Smith
12. Firefighter Barry
13. Firefighter Chalk
14. Firefighter Short
15. Firefighter Strong
16. Firefighter Taylor
17. Firefighter Joe
18. Firefighter Perry
19. Firefighter George
20. Firefighter Noon
21. Firefighter Lynch
22. Firefighter Power
23. Firefighter Brown
24. Firefighter Doyle
25. Firefighter Marks

The Fire Chief and the Town of Marine Institute have policies and procedures put in place to ensure that the department conducts fire scene operations in a safe and effective manner.

In the event of a major emergency, the Town of Marine Institute has an Emergency Response Plan. According to the Departmental Policies and Procedures, if the Fire Department determines that an event involving an emergency evacuation is to occur, the Fire Chief is to be immediately notified. It is the duty of the Fire Chief to inform the Mayor of the Town. The Town Mayor will coordinate all town staff (Engineers, etc.) and other relevant organizational heads to begin to assemble at the Town Hall for further instructions. Please note that the Town of Marine Institute’s Emergency Response Plan is attached for reference.
Scenario:

The Marine Institute Fire Department is called to a fire at a local Hardware Store at 9:30 a.m. Upon arrival, smoke was discovered on the back of the building. Firefighters entered to discover an out of control fire was burning in the administrative area of the building. The administrative offices are adjacent to the warehouse area, where paints, tires and chemicals are stored in large quantities.

The hardware store is located near a residential area of the town called Twilight Subdivision. The smoke is currently drifting in this direction. There are approximately 20 residential homes in this area (Approximately 45 persons).

If the fire reaches the warehouse area and ignites the chemicals, a fire creating smoke with highly toxic fumes is likely. The winds are high, at approximately 60 km/hr. and are expected to rise towards mid-afternoon.
Plot Plan for Water Sources and Graphic of the Location Addressed in the Scenario

**Legend**
- Fire Hydrant
- Water Shutoff Valve
- Residential Homes
- Fire Department Connection
- Electrical Shutoff
- Wind Direction

**Site Details**
- Exterior Parking Lot – (300 x 200 feet)
- Front Parking Lot (900 x 1000 feet)
- Mark Street East
- Construction Zone (Dead End)
- Twilight Subdivision
- Administrative Offices
- Warehouse Area
- Local Hardware
- Main Aisle
- Main Door
- Rear Door
- (2 km.)
Your Task:

Based on the information and scenario provided, develop an initial action plan to control this scene. As well, determine how to properly activate the local emergency management plan using the departmental standard operating procedures.

Initial Action Plan:
TOWN OF MARINE INSTITUTE

EMERGENCY RESPONSE PLAN

Effective January 1st, 2013
Executive Summary:

The Town of Marine Institute’s Emergency Response Disaster Plan is developed to prepare for, respond to, mitigate and recover from crises that affect the community. This emergency/disaster plan provides guidelines for Marine Institute Emergency Response Organizations to maintain order and integrity in the face of serious disorders and disruptions within the Town.

This plan further identifies hazards most significant to the Community, identifies team responsible for implementing the plan, outlines Marine Institute policies and procedures for dealing with emergencies, provides guidance on proper response and communication involving disasters and delineates post-secondary actions.

Also included in this plan is a communication plan, featuring both pre-emptive and reactive crisis management policies. While the manual does not cover every conceivable situation, it does supply the basic Administrative guidelines necessary to cope with most potential Town emergencies.

Our objective is to respond to and control any situation that may occur within the Town which results in an Emergency Response Disaster. Following this plan as outlined will ensure preparedness and appropriate response with timely recovery through the termination phase from natural or man-made hazards, which may affect the Marine Institute Community. Marine Institute policies and procedures are expected to be followed by all Town Administrators and Emergency Responders, whose authority cover the operational procedures found in this manual. Town emergency operations will be conducted within the framework of the Emergency Response Disaster Plan. All requests for procedural changes, suggestions or recommendations will be submitted in writing to the Marine Institute Emergency Response Disaster Advisory Board. All changes recommended will be submitted in writing to the Advisory Board Coordinator for evaluation and approval.

Mission Statement:

Marine Institute is committed to providing highest quality Emergency Response Protection for all residents of the Town of Marine Institute, Alabama. Through minimizing hazards and behaviors that can lead to injuries or prove non-productive or inefficient during man-made or natural disasters, Marine Institute anticipates the capability of preventing or curtailing them. Marine Institute personnel and equipment will be utilized to accomplish the following priorities:

- Protect life and ensure public safety
- Assess damages and mitigate the emergency
- Restore general campus operations

It is anticipated that, as operations progress, the administrative control of the Town will move from emergency command structure back to the regular Town emergency response organizational structure.

Plan Purpose

Scope

This Town-wide plan guides the emergency response of Town personnel and Emergency Responders during a major disaster. It is the Town’s official plan and precludes employee and Emergency Responder actions not in concert with the intent of this plan or the emergency organization created by it. Nothing in this plan limits the use of good judgment and common sense. The plan and organization is subordinate to law enforcement and other civil authorities.
Purpose
To establish guidelines that protects personnel, to prevent or minimize injury to people and damage to Town property resulting from emergency situations or disasters of natural or man-made origin. The plan sets forth operating procedures using an Incident Command System directed by members of the Emergency Management Team.

Authority
The Town Mayor directs the Town’s response to all events. The Town Mayor delegates authority to the Emergency Management Team for implementation of this plan.

Emergency readiness means that a Community is prepared to react promptly to save lives and protect property if it is threatened or struck by a disaster or major emergency. This plan sets for the policies and procedures for coordinated emergency and disaster operations to include preparations for executing all emergency and/or disaster functions and delineates personnel tasks.

Through the implementation of this Emergency Response Disaster Plan, the resources and capabilities of the public, private, and non-profit sectors can be more efficiently utilized to minimize the loss of life and property and to protect the environmental and economic health of Marine Institute.

Marine Institute will utilize the National Incident Management System (NIMS) to identify steps to improve coordination of Federal, Provincial, local and private industry response to incidents and describe how each will assist Marine Institute in preparing for any emergency / disaster that may occur within the Community.

The Incident Command System is standardized, on-scene all-hazard incident management concept. ICS allows users to adopt an integrated organizational structure to match the complexities and demands of single or multiple incidents without being hindered by jurisdictional boundaries. The Incident Command System has considerable internal flexibility. It can grow or shrink to meet different needs. This flexibility makes it very cost effective and efficient management approach for both small and large situations.

This plan and the relationships it develops are intended to facilitate the cooperative regional effort of responding to the effects of natural (hurricane or tropical storm), and human caused emergencies (terrorist attack incident).

The Marine Institute Development Plan, developed in a similar format to the National Response Plan, is to establish the architecture for a systematic, coordinated, and effective response to multi-agency, multi-jurisdictional emergencies and disasters that occur within the geographic boundaries of Marine Institute, Alabama.

General Information:

Emergency preparedness and response in Canada are shared responsibilities of individuals, corporations and governments, with the division of responsibility established by a wide range of legislation, regulations, bylaws, customs and practices. The division of responsibility among governments is founded in the National Response Plan and its attached Appendices. This Plan, among other things, defines the areas in which Federal and Provincial Governments can enact legislation. The Federal government has jurisdiction over defense, foreign affairs, criminal law, money and banking, trade, transportation, citizenship, public and environmental protection, and aboriginal affairs. Provincial Governments are responsible for education, health and welfare, civil law, natural resources and local government. The primary responsibility for emergency preparedness and response lies with Provincial Government.
Each and every Canadian Citizen is responsible for his/her own personal emergency preparedness. As a crisis extends beyond individual capabilities, it becomes the responsibility first of County Level, then to the Provincial Level, and finally in the most severe cases the Federal Government. Although no community is equipped to handle all the demands of a catastrophe, cities like the Maine Institute are required, under the Department of Homeland Security, to appoint a Disaster Services Committee and to establish and maintain Disaster Services throughout Canada.

**General Provisions**

**Declaring a Disaster**

**Emergency vs. Disaster**

The terms "emergency" and "disaster" are often used interchangeably, however there is a difference between the two, as defined in the Marine Institute Disaster Services Act:

- Emergency means a present or imminent event that requires prompt coordination of actions or special regulation of persons or property to protect the health, safety or welfare of people, or to limit damage to property.

- Disaster means an event that results in serious harm to the safety, health or welfare of people or in widespread damage to property.

Disaster is a description of an occurrence, while Emergency is a legal state of affairs. The conditions that a disaster threatens or causes may require the use of extraordinary powers through the declaration of a "State of Emergency". During a disaster, Town priorities are, in order of importance:

1. Protect people
2. Protect the environment
3. Protect property

**Levels of Emergencies**

**Level 1 Emergency** - This is an incident in which the Town has the capability to manage and control the incident utilizing its own resources and expertise. Generally this is an emergency of SHORT DURATION (under 8 hours) and LOW IMPACT to the community. Examples would be the daily responses of the RCMP and Fire Department.

**Level 2 Emergency** - This is an incident that requires, in addition to normal emergency response, Town support for coordination of the on-site operations. It may require assistance of mutual aid (from other municipalities). It is generally SHORT DURATION (under 8 hours) but has HIGH IMPACT to the municipality. A Level 2 Emergency may require the appointment of an Emergency Site Manager, support by agencies of the Emergency Response Disaster Services Agency, and a partial activation of an Emergency Operations Centre.

**Level 3 Emergency** - This is an incident that requires Level 2 emergency response with additional government support to coordinate activities. It is generally an incident of LONG DURATION (over 8 hours) and HIGH IMPACT to the community. At this level, full coordination may be required that will involve appointment of an Emergency Site Manager, response by external resources, and the activation of the Emergency Operations Centre.
State of Local Emergency

A State of Local Emergency may only be declared under certain specific conditions, and once declared, a specific chain of events is put into motion. A State of Local Emergency is the creation of a legal state of affairs of a temporary nature where extraordinary action may be taken to deal with the situation at hand.

The power to declare a State of Local Emergency is derived from the Emergency Response Disaster Services Act, and is made on declaration by Town Council.

The persons able to make such as a declaration are specified within the applicable Town ordinances, and is usually the Mayor, Deputy Mayor, or two members of Town Council.

A State of Local Emergency can be declared because:
- There is inadequate legal authority
- There is need for extraordinary legal authority

Once declared, there must be:
- Formal warning to the population
- Notification to other governments

A State of Local Emergency provides liability protection for officials and responders, and gives legal authority regarding:
- Activating Emergency Plans
- Acquiring real personal property
- Rite of entry into land and buildings
- Control of travel
- Restoration of essential services
- Price fixing for essential services

Emergency Management System

This plan uses an organizational structure capable of responding to various kinds of emergencies. It also provides the flexibility needed to respond to an incident should the incident escalate in severity.

The purpose of the Emergency Management System is to:
- Provide an organizational structure that can grow rapidly in response to the requirements of an emergency.
- Provide the Mayor with the control necessary to direct and coordinate campus operations responding to emergency incidents.
- Assign employees with reasonable expertise and training to critical functions.
- Promote unity of decisions.

The organizational structure of the command system might not resemble the day-to-day organization of the University. Employees might report to other employees to whom they do not usually have a reporting relationship. Assigns may be changed if the severity of the emergency increases.
Command Authority and Reporting Authority

In an emergency, the Mayor, Emergency Response Management Team members or a designee will activate this plan and immediately notify all members of the Emergency Management Team. The Emergency Management Team will exercise authority, under the direction of the Town Mayor, until relieved by a senior officer that has the legal Responsibility, for the type of incident.

- The Town council in conjunction with the Town Mayor, will take command and control of all decisions pertaining to a provincial or federal response.
- The Police Chief will provide security to citizens of Marine Institute and provide resources during any natural disaster, and will control and provide protection during any man-made situation.
- The Fire Chief will provide Initial Emergency Response to all facilities.
- Community leaders will perform duties hereby stated to support this plan.

Emergency Response Management Team

The following members comprise the Emergency Management Team. Acting on the Mayor’s direction, they are listed in organizational structure and title, not names. The Town Mayor, upon consultation with the Emergency Management Team Advisory Board, has the right to change or modify these positions at any time.

- Town Mayor
- Police Chief
- Hospital Administration Chief
- Director of Town Nursing Home Corporation
- Town Planner
- Public Works Director
- Chief Municipal Clerk
- Ambulance Director
- Fire Department Chief
- Fire Department Chief
- Public Works Director
- Chief Municipal Clerk
- Ambulance Director
- Town Attorney
- Hospital Administration Chief
- Ambulance Director
- School Board President

Emergency Management Team members will be called upon to provide services or make decisions according to the event. A member of the Team may be called upon to take command of an emergency until the team can be assembled, or his/her designate. Town Council will be appraised so they may advise and assist in making major emergency-related policy decisions. The Mayor, upon consultation with the Emergency Management Team, may declare a state of emergency and can officially downgrade the State of Emergency to a business-as-usual state. Publications of Emergency events will be conducted through the use of all Marine Institute Media— including all public/private radio stations, public and local television broadcasting, town website broadcasts, ham radio operators and weather channel advisories.

In areas of multijurisdictional incidents, Chief elected officials of jurisdictions, under advisement from Emergency Service Chief Officer/s should proclaim an emergency before requesting assistance from others. This will occur through media for the general public and through established protocols to provincial and federal levels.

Emergency Operations Centre

Incident Commander initiates the Emergency Disaster Plan once all Local Resources are overwhelmed. Dispatch will notify the Emergency Management Team Coordinator (or his/her designee) and local
Government Officials on the predetermined call. Emergency Operations Centre (EOC) Centre will be established at Town Hall.

- Information gathering Centre
- Delegated to be the Town Hall. In the event of Town Hall not being capable to conduct activities or be accessible, the secondary location will be the Marine Institute Library. This Library has a full back up system for computerization, telephones and electrical
- Logistics, Planning, Finance, Operations and other Services will be coordinated through the EOC Centre

**EOC Centre Personnel:**

- Town Mayor / Town Manager
- Public Works / Town Planner
- Heads of Major Town Departments (includes members of Emergency Management Team):
  - Town Engineer
  - Public Works Director
  - Hospital Administration Chief
  - Director of Town Nursing Home Corporation
  - Fire Department Chief
  - Chief Municipal Clark
  - Police Chief
  - Town Attorney
  - Ambulance Director
  - School Board President

**EOC Centre Back-up:**

In the event of Town Hall not being capable to conduct activities or be accessible, the secondary location will be the Marine Institute Library. This Library has a full back up system for computerization, telephones and power / electricity. The Library houses Town maps and other pertinent resources to utilize for when conducting operations, planning and other related activities. The Chief Municipal Clerk is responsible for ensuring that all backup documentation and required resources are provided to the Library Staff. Library Staff will house these documents and materials in the Library Vault.

**Training**

Fire Department emergency planning does help reduce the confusion that often exists during emergency operations. The plan will only be successful if training is designed and conducted to address each part of the plan.

**Training for Mutual Aid and Support Personnel**

Few, if any, fire departments can afford to maintain sufficient numbers of on-duty personnel to handle every contingency within their boundaries without assistance. Most departments are staffed and equipped to handle the usual, day-to-day accidents/incidents; but in a major event or with multiple simultaneous events, mutual aid is often needed.

**Joint Training Exercises**

Regardless of the amount of thought and effort invested in developing a plan, one or more joint training exercises are needed to test it. Personnel should participate in several full-scale training exercises before they can feel comfortable that the plan will function successfully.

**Notifications**

**Internal Notification**

In the event of a natural disaster or a man-made disaster, the chief elected official declaring the disaster will initiate notification procedures of concerned agencies through established means such as phone, radio and pagers.
The Emergency Management Team Notification List will be used in this process. Once a member of each agency is contacted, that department is considered notified. Each agency will have procedures established that will direct the alerted individuals as to his/her responsibilities in relation to the plan requirements.

Town agencies to be notified as deemed necessary will include:

- Town Mayor
- Fire Department
- Emergency Management Administration
- Utility Companies (electric, water, gas telephone, cable)
- Local Organizations: Red Cross and Salvation Army
- Policy Department
- EMS System
- Housing Authority
- School Boards

Public Notification

By establishing good working relationships with all Marine Institute Media Personnel, members of the Emergency Response Management Team and Town Council can avoid logistical difficulties during emergency situations. Recognizing the importance of media coverage, the Marine Institute Fire Department Public Information Officer should periodically meet with representatives of the various media to discuss mutual concerns about necessary scene security versus the public’s right to know.

Depending on the scope of the emergency and the type of information to be disseminated, the Marine Institute Fire Department Public Information Officer can use one or a combination of the following methods to provide the following information:

- All Television Stations - Public / Local Television Broadcasting
- All Radio Stations - Public/Private Broadcasting Stations
- Ham Radio Operators
- Electronic e-mail
- Electronic bulletin board
- Web-site
- Voice mail
- Marine Institute Radio Station 99.2
- Courier message service, etc.
- Police vehicle intercom system

In addition, posted notices and barricades will alert the citizens to safe and effective responses.

NOTE: Dependent upon the nature and scope of the emergency, the Marine Institute Crisis Communication Guideline should be utilized.

Crisis Communication:

Marine Institute’s reputation is based on how it is perceived by the public. The manner in which the Town of Marine Institute handles a crisis will have a significant impact on its public image. The public expects and is entitled to be kept informed of activities during Disasters. The Town can maintain some control over publicity by disseminating information directly to appropriate parties. However, news media independent of the Town will also pay a major role in informing the public about events as they unfold during a emergency / disaster.
How Emergency Response Departments within Marine Institute react during emergencies and how it interacts with the new media during times of intense public scrutiny will have a long lasting effect on how the Town of Marine Institute is perceived and the level of support it will receive both in the short and long run.

Through the Fire Department Public Information officer, or his/her designate, information will be provided in the following manner:

- Following existing policies to control problems affecting the Town of Marine Institute’s reputation prior to these becoming full-fledged public relations crises.
- Implementation of policies designed to limit and manage damage to the Town of Marine Institute’s image due to unavoidable disasters.

It is the responsibility of this Public Information Officer, with input from the Town Officials and the Emergency Response Management Team, to have developed these policies and procedures.

**Incident Management System**

Personnel arrive at the scene of an accident / incident; they will need to obtain the following information from witnesses to assist in the investigation of the accident:

- Number of Casualties
- Wind Direction
- What happened – Events leading up to incident
- Time of the accident
- Weather conditions at the time of the accident
- Conditions inside of structure/facility

**Emergency Action Plan ICS provides the means to:**

- Improve incident management communications and increase situational awareness across jurisdictions and between all entities involved
- Facilitate interaction with the county, provincial, and federal agencies

**The Incident Command System Composition for Fire Department:**

- Incident Command: Fire Chief
- Operations: Battalion Chief
- Logistics and Finance: Battalion Chief
- Planning: Battalion Chief or a Captain
- Public information Officer: Training Officer

**The Incident Command System Composition for Police Department:**

- Incident Command: Police Chief
- Operations: Deputy Chief of Police
- Public information Officer: Police Department Training Officer
- Planning: Superintendent of Police
- Logistics and Finance: Police Department Office Staff (Secretary and other Civilian Personnel)
The Incident Command System Composition for Russells Ambulance Staff:

<table>
<thead>
<tr>
<th>On Site Triage Sector:</th>
<th>On Site Transport Sector:</th>
<th>On-Site Treatment Sector:</th>
</tr>
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<tbody>
<tr>
<td>Triage Sector Officer</td>
<td>Transport Sector Officer</td>
<td>On-Site Treatment Officer</td>
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</table>

Using the National Incident Management System (NIMS) Incident Command system, the Marine Institute will establish zone coordination:

The Marine Institute Emergency Response Disaster Plan establishes mechanisms to:

- Improve coordination and integration of the Town of Marine Institute local jurisdictions, public, private-sector, and non-profit organization partners
- Maximize efficient utilization of resources needed for effective incident management and Critical Infrastructure protection and restoration
- Improve incident management communications and increase situational awareness across jurisdictions and between the public and private sector
- Facilitate emergency mutual aid and Town support to local jurisdictions and the private sector
- Facilitate interaction with the Provincial, other counties, and federal agencies

The Town official having authority over the incident will initiate procedures for the establishment of a command post and will oversee the activation and staffing of the Emergency Operation Center (EOC).

- Upon determination of the Command Post, information will be relayed to Town agency officials, Emergency Response Team members. This information will be reported to the Emergency Operations Centre.
- Upon establishment of the Emergency Operations Centre, information will be relayed to the Incident Commander.

See Appendix “A” for Unified Command / Incident Command System Organizational Charts.

Mutual Aid

During disasters, it may be necessary for Marine Institute to implement assistance from members of its Mutual Aid Response Plan. The Town of Marine Institute is in partnership with Town of Klempton for the implementation of the Regional Emergency Response Plan. This response plan is continually updated through its Advisory Board. This plan outlines specific Town duties and functions in response to emergencies, including Emergency Operations personnel and resources available in each municipality. The complete Emergency Response Plan is available for viewing at the Town Office.

A Mutual Aid Advisory Board, with representation from all stakeholders involved was established to ensure that all Emergency Response Plans are updated. The board meets every six months (June and December). The Advisory Board consists of a Coordinator and Twelve Personnel.
Mutual aid response for Marine Institute would normally be by request for additional emergency services by either Incident Commander or Emergency Response Team. These requests are made upon recommendation from persons involved in the incident. Agencies, such as the Russells Ambulance Services, Klempton Fire Services, RCMP, electric, telephone, gas companies, etc. will be contacted. The Dispatch Unit of both the Marine Institute Police will be utilized to assist in requesting mutual aid information.

**Available Apparatus, Equipment, and Water Supply**
Fire Department may need to call in specialized vehicles and equipment from agencies other than mutual aid fire departments. These other agencies can include equipment rental, construction and marine companies. Special emphasis should be placed on identifying possible water sources.

**Rehabilitation Resources**
All response personnel should be required to spend time in the rehab area to allow nourishment and hydration. Rehabilitation services will be established through the on-site Incident Commander. Each individual department is responsible for its own rehabilitation personnel until all resources are utilized. Russells Ambulance Staff will be made available to assist in providing treatment if necessary.

**Critical Incident Stress Management Team**
Fire department, law enforcement, and EMS should have, as part of their resource directories, a list of qualified critical incident stress teams. These teams should provide the ability to respond twenty-four hours a day, seven days a week. Through coordination with the Hospital Administration, psychologists and psychiatrists will be provided. School counselors will also be made available if required.

**Town Department Basic Supplies and Equipment**
Various Town Departments will need basic emergency supplies and equipment to be as self-sufficient as possible after an emergency. Basic department emergency kits will vary in size and composition according to an organization’s structure and function, but all departments should have the following essentials in an accessible location:

- First aid supplies, with instructions
- Flashlights/batteries, approved power strips and extension cords
- Portable AM/FM radios/batteries
- Laboratory spill kits
- Portable emergency water
- Employee rosters

Other resources departments may consider to add to their emergency supplies include such items as megaphones, two-way radios, rescue tools, stretchers, cots, and packaged emergency rations.

**NOTE:** Every employee is encouraged to keep a personal emergency kit in their work area. These kits should contain the employee’s flashlight, back-up eyeglasses and medications, sturdy shoes, a sweater, a wrapped snack and water packet, and personal emergency contact numbers.

**Building Evacuations:**
A building evacuation is mandatory whenever a fire alarm sounds. Building occupants should exit immediately. Building evacuations also follow severe weather emergencies, such as tornadoes, hurricanes and earthquakes, after the shaking stops. After a building has been evacuated, occupants must wait for a safety inspection before re-entry. Marine Institute Police and Fire Services, or designate(s) will be responsible for the evacuation of residents and to conduct the safety inspection.
If a complete evacuation of a facility is required during a disaster, this will be announced and coordinated through the Incident Management Team from the Emergency Operations Centre. Marine Institute Police (with mutual aid – if required) will be required to assist in evacuations. Marine Institute Traffic Control and/or RCMP will also assist with the traffic congestion.

Note that it may or may not be necessary to vacate buildings during minor emergency incidents, or even during some major events. Occupants in the area may simply be directed to remain on-site and shut down systems, or they may be asked to move to other sectors of their floor or building. In some events (such as extended power outages), evacuations are not necessary unless the incident has generated a hazardous materials incident or immediate health and safety risk. In limited emergencies, wait for evacuation instructions and engage the Marine Institute Emergency Response Team will be engaged to communicate the information.

Watches and Warnings

Marine Institute has been involved with Tropical Storm, Hurricane and Tornado activities in the past. These instances can cause severe loss of life and property. Through working with both public and local radio and television stations, as well as ham radio operators, weather watches and advisories will be announced (see notification section above). These advisories will during the following situations:

- **Tropical Storm Watch** Issued when a tropical storm or tropical storm conditions will pose a threat to coastal areas within 36 hours. A tropical storm watch will not be issued if the system is forecast to attain tropical storm strength.

- **Tropical Storm Warning** Issued when tropical storm conditions with sustained wind speeds of 39 to 73 mph are expected in the coastal areas within 24 hours.

- **Hurricane / Tornado Watch** Issued for a coastal area when there is a threat of hurricane/tornado conditions within 24 to 36 hours.

- **Hurricane / Tornado Warnings** Issued when hurricane/tornado conditions are expected in the coastal areas within 24 hours. Hurricane conditions include winds of 74 mph or higher, and/or dangerously high tides and waves. Thunderstorm conditions include those listed as severe by the weather stations. Action for protection of life and property should begin immediately when the warning is issued. It should be noted that some additional action may be necessary, depending on the weather system, prior to a warning being issued.

Duties and Responsibilities:

The Town of Marine Institute Departmental Heads are responsible for the emergency operations conducted within their Departments. Their roles and responsibilities are outlined below:

**General**

- Continuing to perform routine day-to-day departmental tasks as needed
- Providing departmental technical/operational response to disasters
- Developing, maintaining and exercising plans for performance of the disaster functions assigned to each departmental plan
• Providing Incident Command Post representation as required in this plan or as required by the Town Mayor or Emergency Response Management Team Coordinator

Specific

Legal Department
• Advise and assist citizens of their claims with the insurance companies and the Federal Government
• Provide legal advice to members of the Town Council, Town Manager, and Town staff
• Prepare emergency ordinances, resolutions, proclamations, etc. as necessary

Town of Marine Institute Human Resources Department
• Provide coordination of volunteer resources
• Supplement Incident Command Post operations

Town of Marine Institute Planning Department
• Perform damage assessments / surveys
• Coordinate activities with Emergency Response Management Team and EOC
• Supplement Incident Command Post operations

Town of Marine Institute Public Works Department
• Reroute water for fire suppression activities and Shut down water systems
• Conduct debris removal and clearing of rights of way and damage assessments/surveys
• Provide repair/restoration of water/sewer utility service and heavy equipment resources
• Coordinate emergency transportation assets, pest control activities and utility restoration
• Manage mutual aid sector and Support search and rescue
• Supplement fire service operations
• Perform / Assist with traffic control

Town of Marine Institute Finance Department
• Provide accounting and financial services for receipt and disbursement of emergency funds
• Provide information systems back up and support develop procedures for the procurement and availability of supplies, equipment and materials
• Maintain a list of critical resource vendors
• Support Incident Command Post operations
• Coordinate activities with Emergency Response Management Team and EOC
• Payroll, Time, Overtime, Contract Management

Russells Ambulance (Medical):
• Triage, Treatment and Transport of Casualties

Fire Department Public Information Officer (PIO)
• Provide direction and control of public information through the preparation and release of official information and statements by and for Town officials
• Provide response to inquiries by media representatives and official visitors
• Reference service for inquiries regarding missing persons, availability of assistance to disaster victims and other related information
• Provide technical coordination with the commercial broadcast media
• Assist in activation of warning systems
Fire Department
- Conduct fire suppression operations/activities and search and rescue operations/activities
- Provide emergency medical services, hazard assessments and mitigations
- Establishes protection measures to mitigate effects
- Assist with activation of warning systems and traffic management
- Provide set-up of Triage and EMS
- Fire Prevention, Pre-Incident Planning and Mitigation Activities
- Perform Rescue and Recovery

Police Department Services
- Provide law enforcement services
- Assist with activation of warnings, evacuations and search and rescue operations/activities
- Provide communications, traffic management and crowd control
- Assist with rescue and recovery and Assist Medical Examiner with identification of victims
- Provide the coordination of emergency transportation assets and engineering services
- Perform accident investigations to determine extent of hazards create by the incident and attempt to mitigate these

School Boards (Shelter / Transportation):
Work with Red Cross to provide:
- Temporary emergency shelter and School Buses for Transportation
- Kitchen and Washroom Facilities
- Set up of EOC
- Computers for documentation storage, retrieval and back-up

Community Centre (Emergency Shelter / Housing)
Work with Red Cross to provide:
- Federal/Provincial facility for operations
- Temporary emergency shelter and Emergency mortuary facility

Marine Institute Public Library
- Supplement Incident Command Post operations
- Provide emergency power back-up for computers, telephones, electricity and other necessary services
- Provide chairs and tables for temporary housing/shelter facilities
- Provision of Books and other Resources materials and maps of Town of Marine Institute

Town of Marine Institute Medical Examiner
- Coordinate housing of bodies
- Identification of Victims

Construction Services Department
- Provide damage assessment/survey and documentation for Flood Insurance Program
- Conduct condemnation of damaged structures
- Coordinate with Marine Institute Town Public Works Department
- Assist with evacuation operations/activities and activation of warning systems
- Coordinate the access to damaged structures and utility restoration
Utility Companies
- Shut down gas lines, power line and water lines

Environmental Protection Agency
- Perform land studies
- Provide current weather and weather updates throughout the incident
- Provide maps of high hazard areas, such as flood zones
- Conduct Air Quality and Water Quality Testing
- Determination of facilities/structures for habitation

Local Service Groups:

Red Cross and Salvation Army:
- Provide Mobile Services Units containing full kitchen units
- Provision of meals to Incident Personnel and Casualties
- Assist with Lodging
- Assist with Coordination of Transportation Efforts
- Provide access to Medication, Clothing, etc. for Personnel and Casualties involved in this incident
- Coordinate reunification efforts for families with victims

Marine Institute Community Ground Search and Rescue Team
- Provide traffic control, timber removal and debris removal and clearing of rights of way
- Assist in performing damage assessment/survey and recovery of victims
- Supplement search and rescue operations/activities
- Provision of heavy equipment needs
- Supplement fire department with Family Emergency Shelter

Cultural & Leisure Services Department
- Assist in conducting damage assessment/survey and search and rescue operations/activities
- Provision of heavy equipment needs
- Support fire service operations and Family Emergency Shelter
- Assist with recovery of victims

Fire Department Standard Operating Procedures

SOP 10, Incident Command System - The purpose of the Incident Command System (ICS) is to provide a management process enabling fire forces to effectively and efficiently control resources at incidents. ICS developed and used properly will reduce life and property loss through effective organizational control. The ICS fulfills these requirements through the assignment of specific duties to specific positions by allowing flexibility for organizational growth if the incident escalates. Acceptance of the system requires a spirit of cooperation and teamwork by all personnel. This system applies to all personnel working at an incident.

SOP 15, Natural Disaster Response - To establish procedures for emergency response by the Fire Department. To outline procedures used during responses to Natural Disasters to include Hurricanes, Flooding, Wildfires, Earthquake, Mudslides, Cave Ins, Tornadoes, etc. This plan includes Incident Command Responsibilities, Notification procedures, Mutual Aid responsibilities, and outside resource responsibilities
SOP 20, Purpose of ICS System – Provide management process enabling fire forces to effectively and efficiently control resources at incidents. Properly developed ICS will reduce life and property loss through effective organizational control. ICS fulfills these requirements through the assignment of specific duties to specific positions by allowing flexibility for organizational if the incident escalates. Acceptance of the system requires a spirit of cooperation and teamwork by all personnel. This system applies to all personnel working at an incident.

SOP 26, Purpose of ICS System - To establish procedures for emergency response by the Marine Institute Fire Department. To outline procedures used during responses to Natural Disasters to include Hurricanes, Flooding, Wildfires, Earthquake, Mudslides, Cave Ins, Tornadoes, etc. This plan includes Incident Command Responsibilities, Notification procedures, Mutual Aid responsibilities, and outside resource responsibilities.

Natural Disaster Roles and Responsibilities

Hurricane or Tropical Storm Response

Incident Command

The Marine Institute Emergency Response Management Team (MIERT) will be responsible for establishing Command at any natural disaster incident. The Incident Commander will initially be the Emergency Management Coordinator, until the Mayor arrives on scene to either assist or obtain control.

The MIERT Coordinator will then determine based on the situations arising during the disaster, if a unified command will be established or command will be transferred to a specific agency head.

Duties and Responsibilities: Town department heads are responsible for emergency operations within their departments as follow:

General

- Continuing to perform routine day-to-day departmental tasks as needed
- Providing departmental technical/operational response to disasters
- Developing, maintaining and exercising plans for performance of the disaster functions assigned to that department in this plan
- Providing Incident Command Post representation as required in this plan or as required by the Town Mayor or the MIERT Coordinator

Specific

Legal Department

- Advise and assist citizens of their claims with the insurance companies and the Federal Government
- Provide legal advice to members of the Town Council, Town Manager, and Town staff
- Prepare emergency ordinances, resolutions, proclamations, etc. as necessary

Town of Marine Institute Human Resources Department

- Provide coordination of volunteer resources
- Supplement Incident Command Post operations
Town of Marine Institute Planning Department
- Perform damage assessments / surveys
- Coordinate activities with Emergency Response Management Team and EOC
- Supplement Incident Command Post operations

Town of Marine Institute Finance Department
- Provide accounting and financial services for receipt and disbursement of emergency funds. Provide information systems back up and support
- Provide and develop procedures for the procurement and availability of supplies, equipment, and materials
- Maintain a list of critical resource vendors
- Support Incident Command Post operations
- Coordinate activities with Emergency Response Management Team and EOC
- Payroll, Time, Overtime, Contract Management

Town of Marine Institute Public Works Department
- Reroute water for fire suppression activities and Shut down water systems
- Conduct debris removal and clearing of rights of way, as well as pest control activities
- Provide repair/restoration of water/sewer utility service and heavy equipment resources
- Coordinate emergency transportation assets and utility restoration
- Manage mutual aid sector
- Support search and rescue / Assist with traffic control
- Conduct damage assessments/surveys
- Supplement fire service operations

RUSSELLS AMBULANCE (Medical):
- Triage, Treatment and Transport of Casualties

Fire Department Public Information Officer (PIO)
- Provide direction and control of public information through the preparation and release of official information and statements by and for Town officials
- Provide response to inquiries by media representatives and official visitors
- Reference service for inquiries regarding missing persons, availability of assistance to disaster victims and other related information
- Provide technical coordination with the commercial broadcast media
- Assist in activation of warning systems

Fire Department
- Conduct fire suppression operations and search and rescue operations
- Provide emergency medical services, hazard assessments and mitigations
- Establishes protection measures to mitigate effects
- Assist with activation of warning systems and traffic management
- Provide set-up of Triage and EMS
- Fire Prevention, Pre-Incident Planning and Mitigation Activities
- Perform Rescue and Recovery
Marine Institute Public Library
- Supplement Incident Command Post operations
- Provide emergency power back-up for computers, telephones, electricity and other necessary services
- Provide chairs and tables for temporary housing/shelter facilities
- Provision of Books and other Resources materials
- Provision of maps of Town of Marine Institute

Police Department Services
- Provide law enforcement services
- Assist with rescue and recovery, rescue operations, activation of warnings and evacuations
- Provide communications, traffic management and crowd control
- Assist Medical Examiner with identification of victims
- Provide the coordination of emergency transportation assets and Provide engineering services
- Perform accident investigations to determine extent of hazards create by the incident and attempt to mitigate these

School Boards (Shelter / Transportation):
Work with Red Cross to provide:
- Temporary emergency shelter and School Buses for Transportation
- Kitchen and Washroom Facilities
- Set up of EOC
- Computers for documentation storage, retrieval and back-up

Community Centre (Emergency Shelter / Housing)
Work with Red Cross to provide:
- Federal/Provincial facility for operations
- Temporary emergency shelter and Emergency mortuary facility

Town of Marine Institute Medical Examiner
- Coordinate housing of bodies and Identification of Victims

Construction Services Department
- Provide damage assessment/survey and documentation for Flood Insurance Program
- Conduct access to damaged structures and condemnation of damaged structures
- Coordinate with Marine Institute Town Public Works Department and utility restoration
- Assist with evacuation operations/activities and activation of warning systems

Utility Companies
- Shut down gas lines, power lines and water lines

Environmental Protection Agency
- Perform land studies
- Provide current weather and weather updates throughout the incident
- Provide maps of high hazard areas, such as flood zones
- Conduct Air Quality Testing
- Conduct Water Quality Testing
- Determination of facilities/structures for habitation
Local Service Groups:

**Red Cross and Salvation Army:**
- Provide Mobile Services Units containing full kitchen units
- Provision of meals to Incident Personnel and Casualties
- Assist with Lodging
- Assist with Coordination of Transportation Efforts
- Provide access to Medication, Clothing, etc. for Personnel and Casualties involved in this incident
- Coordinate reunification efforts for families with victims

**Marine Institute Community Ground Search and Rescue Team**
- Provide traffic control and debris removal and clearing of rights of way, including timber
- Assist in performing damage assessment/survey and recovery of victims
- Supplement search and rescue operations/activities and Family Emergency Shelter
- Provision of heavy equipment needs

**Cultural & Leisure Services Department**
- Assist in conducting damage assessment/survey and search and rescue operations
- Provision of heavy equipment needs and recovery of victims
- Support fire service operations and Family Emergency Shelter

**Fire Department Natural Disaster Standard Operating Procedures**

**SOP 10, Incident Command System** - The purpose of the Incident Command System (ICS) is to provide a management process enabling fire forces to effectively and efficiently control resources at incidents. ICS developed and used properly will reduce life and property loss through effective organizational control. The ICS fulfills these requirements through the assignment of specific duties to specific positions by allowing flexibility for organizational growth if the incident escalates. Acceptance of the system requires a spirit of cooperation and teamwork by all personnel. This system applies to all personnel working at an incident.

**SOP 15, Natural Disaster Response** - To establish procedures for emergency response by the Marine Institute Fire Department. To outline procedures used during responses to Natural Disasters to include Hurricanes, Flooding, Wildfires, Earthquake, Mudslides, Cave Ins, Tornadoes, etc. This plan includes Incident Command Responsibilities, Notification procedures, Mutual Aid responsibilities, and outside resource responsibilities.

**FLOODS**

Each year, severe storms cause flash floods, contaminate the drinking water supply, and disrupt electrical service and damage homes and contents. They also can strand individuals within parks, buildings and roadways. Notification of the Town of Marine Institute Public Works Department about debris and overgrowth in public drainage facilities is pertinent to ensure safe evacuation efforts are conducted. Depending upon the severity of the incident, activation of all resources may be necessary to ensure a safe and effective resolution.
Incident Command

The Marine Institute Emergency Response Management Team (MIERT) will be responsible for establishing Command at any natural disaster incident. The Incident Commander will initially be the Emergency Management Coordinator, until the Mayor arrives on scene to either assist or obtain control. The MIERT Coordinator will then determine based on the situations arising during the disaster, if a unified command will be established or command will be transferred to a specific agency head.

Duties and Responsibilities: Town department heads are responsible for emergency operations within their departments as follow:

General
- Continuing to perform routine day-to-day departmental tasks as needed
- Providing departmental technical/operational response to disasters
- Developing, maintaining and exercising plans for performance of the disaster functions assigned to that department in this plan
- Providing Incident Command Post representation as required in this plan or as required by the Town Mayor or the MIERT Coordinator

Specific

Legal Department
- Advise and assist citizens of their claims with the insurance companies and the Federal Government
- Provide legal advice to members of the Town Council, Town Manager, and Town staff
- Prepare emergency ordinances, resolutions, proclamations, etc. as necessary

Town of Marine Institute Human Resources Department
- Provide coordination of volunteer resources
- Supplement Incident Command Post operations

Town of Marine Institute Planning Department
- Perform damage assessments / surveys
- Coordinate activities with Emergency Response Management Team and EOC
- Supplement Incident Command Post operations

Town of Marine Institute Public Works Department
- Reroute water for fire suppression activities and Shut down water systems
- Conduct debris removal and clearing of rights of way
- Provide repair/restoration of water/sewer utility service and heavy equipment resources
- Coordinate emergency transportation assets and utility restoration
- Conduct damage assessments/surveys and pest control activities
- Manage mutual aid sector, as well as Support search and rescue and fire service operations
- Perform / Assist with traffic control

RUSSELLS AMBULANCE (Medical):
- Triage, Treatment and Transport of Casualties
Town of Marine Institute Finance Department
- Provide accounting and financial services for receipt and disbursement of emergency funds, information systems back up and support
- Provide and develop procedures for the procurement and availability of supplies, equipment and materials
- Maintain a list of critical resource vendors
- Support Incident Command Post operations
- Coordinate activities with Emergency Response Management Team and EOC
- Payroll, Time, Overtime, Contract Management

Fire Department Public Information Officer (PIO)
- Provide direction and control of public information through the preparation and release of official information and statements by and for Town officials
- Provide response to inquiries by media representatives and official visitors
- Reference service for inquiries regarding missing persons, availability of assistance to disaster victims and other related information
- Provide technical coordination with the commercial broadcast media and
- Assist in activation of warning systems

Fire Department
- Conduct fire suppression operations and search and rescue operations
- Provide emergency medical services, as well as hazard assessments and mitigations
- Establishes protection measures to mitigate effects
- Assist with activation of warning systems and Traffic Management
- Provide set-up of Triage and EMS
- Fire Prevention, Pre-Incident Planning and Mitigation Activities
- Perform Rescue and Recovery

Police Department Services
- Provide law enforcement services
- Assist with activation of warnings, search and rescue operations and evacuations
- Provide communications, traffic management and crowd control
- Assist with rescue and recovery and Medical Examiner with identification of victims
- Provide the coordination of emergency transportation assets and engineering services
- Perform accident investigations to determine extent of hazards create by the incident and attempt to mitigate these

School Boards (Shelter / Transportation):
Work with Red Cross to provide:
- Temporary emergency shelter and School buses for Transportation
- Kitchen and Washroom Facilities
- Set up of EOC
- Computers for documentation storage, retrieval and back-up

Community Centre (Emergency Shelter / Housing)
Work with Red Cross to provide:
- Federal/Provincial facility for operations
- Temporary emergency shelter
- Emergency mortuary facility
Marine Institute Public Library
- Supplement Incident Command Post operations
- Provide emergency power back-up for computers, telephones, electricity and other necessary services
- Provide chairs and tables for temporary housing/shelter facilities
- Provision of Books and other Resources materials and maps of Town of Marine Institute

Town of Marine Institute Medical Examiner
- Coordinate housing of bodies
- Identification of Victims

Construction Services Department
- Provide damage assessment/survey and documentation for Flood Insurance Program
- Conduct condemnation of damaged structures
- Coordinate with Marine Institute Town Public Works Department
- Assist with evacuation operations/activities and activation of warning systems
- Assist in coordinating utility restoration and access to damaged structures

Utility Companies
- Shut down gas lines, power lines and water lines

Environmental Protection Agency
- Perform land studies
- Provide current weather and weather updates throughout the incident and maps of high hazard areas, such as flood zones
- Conduct Air Quality Testing and Water Quality Testing
- Determination of facilities/structures for habitation

Local Service Groups:

Red Cross and Salvation Army:
- Provide Mobile Services Units containing full kitchen units
- Provision of meals to Incident Personnel and Casualties
- Assist with Lodging and Coordination of Transportation Efforts
- Provide access to Medication, Clothing, etc. for Personnel and Casualties involved in this incident
- Coordinate reunification efforts for families with victims

Marine Institute Community Ground Search and Rescue Team
- Provide traffic control and debris removal and clearing of rights of way, including timber
- Assist in performing damage assessment/survey and recovery of victims
- Supplement search and rescue operations/activities and Family Emergency Shelter
- Provision of heavy equipment needs

Cultural & Leisure Services Department
- Assist in conducting damage assessment/survey and search and rescue operations
- Provision of heavy equipment needs
- Support fire service operations and Family Emergency Shelter
- Assist with recovery of victims
Fire Department Natural Disaster Standard Operating Procedures

SOP 10, Incident Command System - The purpose of the Incident Command System (ICS) is to provide a management process enabling fire forces to effectively and efficiently control resources at incidents. ICS developed and used properly will reduce life and property loss through effective organizational control. The ICS fulfills these requirements through the assignment of specific duties to specific positions by allowing flexibility for organizational growth if the incident escalates. Acceptance of the system requires a spirit of cooperation and teamwork by all personnel. This system applies to all personnel working at an incident.

SOP 15, Natural Disaster Response - To establish procedures for emergency response by the Marine Institute Fire Department. To outline procedures used during responses to Natural Disasters to include Hurricanes, Flooding, Wildfires, Earthquake, Mudslides, Cave Ins, Tornados, etc. This plan includes Incident Command Responsibilities, Notification procedures, Mutual Aid responsibilities, and outside resource responsibilities.

TORNADOS

Each year, severe storms cause flash floods, contaminate the drinking water supply, and disrupt electrical service and damage homes and contents. With respect to Tornados, often they occur with little or no warning. Additionally, tornados have the potential cause severe to catastrophic damage that may be isolated or widespread throughout the entire Town.

Incident Command

The Marine Institute Emergency Response Management Team (MIERT) will be responsible for establishing Command at any natural disaster incident. The Incident Commander will initially be the Emergency Management Coordinator, until the Mayor arrives on scene to either assist or obtain control.

The MIERT Coordinator will then determine based on the situations arising during the disaster, if a unified command will be established or command will be transferred to a specific agency head.

Duties and Responsibilities: Town department heads are responsible for emergency operations within their departments as follow:

General

- Continuing to perform routine day-to-day departmental tasks as needed
- Providing departmental technical/operational response to disasters
- Developing, maintaining and exercising plans for performance of the disaster functions assigned to that department in this plan
- Providing Incident Command Post representation as required in this plan or as required by the Town Mayor or the MIERT Coordinator

Specific

Legal Department

- Advise and assist citizens of their claims with the insurance companies and the Federal Government
- Provide legal advice to members of the Town Council, Town Manager, and Town staff
- Prepare emergency ordinances, resolutions, proclamations, etc. as necessary
Town of Marine Institute Human Resources Department
- Provide coordination of volunteer resources
- Supplement Incident Command Post operations

Town of Marine Institute Planning Department
- Perform damage assessments / surveys
- Coordinate activities with Emergency Response Management Team and EOC
- Supplement Incident Command Post operations

Town of Marine Institute Public Works Department
- Reroute water for fire suppression activities and Shut down water systems
- Conduct debris removal and clearing of rights of way
- Provide repair/restore of water/sewer utility service and heavy equipment resources
- Coordinate emergency transportation assets and utility restoration
- Conduct damage assessments/surveys and pest control activities
- Manage mutual aid sector and Support search and rescue and fire service operations
- Perform / Assist with traffic control

RUSSELLS AMBULANCE (Medical):
- Triage, Treatment and Transport of Casualties

Town of Marine Institute Finance Department
- Provide accounting and financial services for receipt and disbursement of emergency funds.
  Provide information systems back up and support
- Provide and develop procedures for the procurement and availability of supplies, equipment
  and materials
- Maintain a list of critical resource vendors
- Support Incident Command Post operations
- Coordinate activities with Emergency Response Management Team and EOC
- Payroll, Time, Overtime, Contract Management

Fire Department Public Information Officer (PIO)
- Provide direction and control of public information through the preparation and release of
  official information and statements by and for Town officials
- Provide response to inquiries by media representatives and official visitors
- Reference service for inquiries regarding missing persons, availability of assistance to disaster
  victims and other related information
- Provide technical coordination with the commercial broadcast media
- Assist in activation of warning systems

Fire Department
- Conduct fire suppression operations and search and rescue operations
- Provide emergency medical services, as well as hazard assessments and mitigations
- Establishes protection measures to mitigate effects
- Assist with activation of warning systems and Traffic Management
- Provide set-up of Triage and EMS
- Fire Prevention, Pre-Incident Planning and Mitigation Activities
- Perform Rescue and Recovery
Police Department Services
- Provide law enforcement services
- Assist with activation of warnings, search and rescue operations and evacuations
- Provide communications
- Provide traffic management and crowd control
- Assist with rescue and recovery and with Medical Examiner with identification of victims
- Provide the coordination of emergency transportation assets and engineering services
- Perform accident investigations to determine extent of hazards create by the incident and attempt to mitigate these

School Boards (Shelter / Transportation):
Work with Red Cross to provide:
- Temporary emergency shelter and School Buses for Transportation
- Kitchen and Washroom Facilities
- Set up of EOC
- Computers for documentation storage, retrieval and back-up

Community Centre (Emergency Shelter / Housing)
Work with Red Cross to provide:
- Federal/Provincial facility for operations /
- Temporary emergency shelter and Emergency mortuary facility

Marine Institute Public Library
- Supplement Incident Command Post operations
- Provide emergency power back-up for computers, telephones, electricity and other necessary services
- Provide chairs and tables for temporary housing/shelter facilities,
- Provision of Books and other Resources materials and maps of Town of Marine Institute

Town of Marine Institute Medical Examiner
- Coordinate housing of bodies and Identification of Victims

Construction Services Department
- Provide damage assessment/survey and documentation for Flood Insurance Program
- Conduct condemnation of damaged structures
- Coordinate with Marine Institute Town Public Works Department
- Assist with evacuation operations/activities and activation of warning systems
- Coordinate the access to damaged structures and utility restoration

Utility Companies
- Shut down gas lines, power lines and water lines

Environmental Protection Agency
- Perform land studies
- Provide current weather and weather updates throughout the incident
- Provide maps of high hazard areas, such as flood zones
- Conduct Air Quality and Water Quality Testing
- Determination of facilities/structures for habitation
Local Service Groups:

**Red Cross and Salvation Army:**
- Provide Mobile Services Units containing full kitchen units
- Provision of meals to Incident Personnel and Casualties
- Assist with Lodging
- Assist with Coordination of Transportation Efforts
- Provide access to Medication, Clothing, etc. for Personnel and Casualties involved in this incident
- Coordinate reunification efforts for families with victims

**Marine Institute Community Ground Search and Rescue Team**
- Provide traffic control and debris removal and clearing of rights of way, including timber
- Assist in performing damage assessment/survey and recovery of victims
- Supplement search and rescue operations/activities and Family Emergency Shelter
- Provision of heavy equipment needs

**Cultural & Leisure Services Department**
- Assist in conducting damage assessment/survey and search and rescue operations
- Provision of heavy equipment needs
- Support fire service operations and Family Emergency Shelter
- Assist with recovery of victims

**Fire Department Natural Disaster Standard Operating Procedures**

**SOP 10, Incident Command System** - The purpose of the Incident Command System (ICS) is to provide a management process enabling fire forces to effectively and efficiently control resources at incidents. ICS developed and used properly will reduce life and property loss through effective organizational control. The ICS fulfills these requirements through the assignment of specific duties to specific positions by allowing flexibility for organizational growth if the incident escalates. Acceptance of the system requires a spirit of cooperation and teamwork by all personnel. This system applies to all personnel working at an incident.

**SOP 15, Natural Disaster Response** - To establish procedures for emergency response by the Marine Institute Fire Department. To outline procedures used during responses to Natural Disasters to include Hurricanes, Flooding, Wildfires, Earthquake, Mudslides, Cave Ins, Tornados, etc. This plan includes Incident Command Responsibilities, Notification procedures, Mutual Aid responsibilities, and outside resource responsibilities.

**Terrorist Attack / Hazmat / Weapons of Mass Destruction Incidents Roles and Responsibilities**

**Terrorist Attack / Weapons of Mass Destruction**

**Incident Command**

Town of Marine Institute Police Department will perform the role of lead agency to control these situations. Senior Fire Department Officers will assist law enforcement officers to implement appropriate incident management staff positions required to mitigate the emergency.
Through consultations with the MIRET, the Chief of Police, based upon the situations arising throughout the incident, will determine if a Unified Command structure will be established or will Command be transferred to a specific agency ahead.

Duties and Responsibilities: Town department heads are responsible for emergency operations within their departments as follow:

General Duties

- Continuing to perform routine day-to-day departmental tasks as needed
- Providing departmental technical/operational response to disasters
- Developing, maintaining and exercising plans for performance of the disaster functions assigned to that department in this plan
- Providing Incident Command Post representation as required in this plan or as required by the Town Manager or Emergency Management Director

Specific

Legal Department
- Advise and assist citizens of their claims with the insurance companies and the Federal Government
- Provide legal advice to members of the Town Council, Town Manager, and Town staff
- Prepare emergency ordinances, resolutions, proclamations, etc. as necessary

Town of Marine Institute Human Resources Department
- Provide coordination of volunteer resources and
- Supplement Incident Command Post operations

Town of Marine Institute Planning Department
- Perform damage assessments / surveys
- Coordinate activities with Emergency Response Management Team and EOC
- Supplement Incident Command Post operations

Town of Marine Institute Finance Department
- Provide accounting and financial services for receipt and disbursement of emergency funds. Provide information systems back up and support
- Provide and develop procedures for the procurement and availability of supplies, equipment and materials
- Maintain a list of critical resource vendors and Support Incident Command Post operations
- Coordinate activities with Emergency Response Management Team and EOC
- Payroll, Time, Overtime, Contract Management

Town of Marine Institute Public Works Department
- Reroute water for fire suppression activities and Shut down water systems
- Conduct debris removal and clearing of rights of way and pest control activities
- Provide repair/restoration of water/sewer utility service and heavy equipment resources
- Provide the coordination of utility restoration
- Coordinate emergency transportation assets
- Manage mutual aid sector and Support search and rescue
- Conduct damage assessments/surveys
- Supplement fire service operations and Perform / Assist with traffic control
RUSSELLS AMBULANCE (Medical):
- Triage, Treatment and Transport of Casualties

Fire Department Public Information Officer (PIO)
- Provide direction and control of public information through the preparation and release of official information and statements by and for Town officials
- Provide response to inquiries by media representatives and official visitors
- Reference service for inquiries regarding missing persons, availability of assistance to disaster victims and other related information
- Provide technical coordination with the commercial broadcast media
- Assist in activation of warning systems

Fire Department
- Conduct fire suppression operations/activities and search and rescue operations/activities
- Provide emergency medical services and hazard assessments and mitigations
- Establishes protection measures to mitigate effects
- Assist with activation of warning systems
- Provide set-up of Triage and EMS
- Fire Prevention, Pre-Incident Planning and Mitigation Activities
- Perform Rescue and Recovery
- Assist with Traffic Management

Marine Institute Public Library
- Supplement Incident Command Post operations
- Provide emergency power back-up for computers, telephones, electricity and other necessary services
- Provide chairs and tables for temporary housing/shelter facilities
- Provision of Books and other Resources materials
- Provision of maps of Town of Marine Institute

Police Department Services
- Provide law enforcement services and search and rescue operations/activities
- Provide communications, traffic management and crowd control
- Assist with rescue and recovery, evacuations and activation of warnings
- Assist Medical Examiner with identification of victims
- Provide the coordination of emergency transportation assets and engineering services
- Perform accident investigations to determine extent of hazards created by the incident and attempt to mitigate these

School Boards (Shelter / Transportation):

Work with Red Cross to provide:
- Temporary emergency shelter and School Buses for Transportation
- Kitchen and Washroom Facilities
- Set up of EOC
- Computers for documentation storage, retrieval and back-up
Community Centre (Emergency Shelter / Housing)
Work with Red Cross to provide:
- Federal/Provincial facility for operations
- Temporary emergency shelter and Emergency mortuary facility

Town of Marine Institute Medical Examiner
- Coordinate housing of bodies and Identification of Victims

Construction Services Department
- Provide damage assessment/survey and documentation for Flood Insurance Program
- Conduct condemnation of damaged structures
- Coordinate with Marine Institute Town Public Works Department
- Assist with evacuation operations/activities
- Coordinate the access to damaged structures and utility restoration
- Assist with activation of warning systems

Utility Companies
- Shut down gas lines, power lines and water lines

Environmental Protection Agency
- Perform land studies
- Provide current weather and weather updates throughout the incident and
- Provide maps of high hazard areas, such as flood zones
- Conduct Air Quality and Water Quality Testing
- Determination of facilities/structures for habitation

Local Service Groups:
Red Cross and Salvation Army:
- Provide Mobile Services Units containing full kitchen units
- Provision of meals to Incident Personnel and Casualties
- Assist with Lodging and Coordination of Transportation Efforts
- Provide access to Medication, Clothing, etc. for Personnel and Casualties involved in this incident
- Coordinate reunification efforts for families with victims

Marine Institute Community Ground Search and Rescue Team
- Provide traffic control and debris removal and clearing of rights of way, including timber
- Assist in performing damage assessment/survey and recovery of victims
- Supplement search and rescue operations/activities and Family Emergency Shelter
- Provision of heavy equipment needs

Cultural & Leisure Services Department
- Assist in conducting damage assessment/survey and search and rescue operations/activities
- Provision of heavy equipment needs
- Support fire service operations and Family Emergency Shelter
- Assist with recovery of victims
Provincial Agency Roles and Responsibilities:

The following section provides a synopsis of Provincial agencies’ roles and responsibilities when responding to a terrorist incident.

Air Resources Board (ARB): The Air Resources Board is responsible for protecting air quality within the province.

Highway Patrol (HP): Responsible for security of provincial buildings, and for traffic control and evacuation assistance. HP can assist in securing the threat area and locating a device.

Department of Fish and Game (DFG): DFG is the lead provincial agency for protecting fish and wildlife.

Department of Food and Agriculture (DFA): DFA is responsible for regulating the registration, sale, and use of agricultural chemicals. It is capable of providing technical advice on these chemicals and its laboratory can be accessed for identification purposes if pesticides or fertilizers are suspected to be involved.

Department of Forestry and Fire Protection (DF): DF has resources available for reconnaissance, mass feeding operations, and management support. The Fire Marshal’s office (SFM), located within DF, The Arson and Bomb Division can local jurisdictions in investigations and has trained explosive ordnance disposal (EOD) technicians available.

Department of Health Services (DHS): DHS is responsible for protection of food and water supplies from contamination, the control of communicable disease, and the regulation of radioactive materials.

Department of the Military (NG): The National Guard can provide support to law enforcement operations, aviation and general transportation, and other support for emergency operations. In addition, the NG has liaison personnel assigned to notify other services which may serve a vital function.

Department of Transportation (DOT): DOT ensures, with the cooperation of other agencies, the identification and containment of hazardous materials and the restoration of a safe and orderly flow of traffic on highways under its jurisdiction.

Bioenvironmental personnel - help with the management of radioactive materials and with decontamination of personnel and equipment.

Mortuary Affairs Personnel - assist with the recover and identification of human remains

Fire Department Terrorist Attack / Hazmat / Weapons of Mass Destruction Standard Operating Procedures

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the system requires a spirit of cooperation and teamwork by all personnel. This system applies to all personnel working at an incident.

**SOP26, Terrorist Attack Response** - To establish procedures for emergency response by the Marine Institute Fire Department. To outline procedures used during responses to terrorist events including bomb threats, suspicious packages, improvised explosive devices (IED), B-NICE materials (Biological, Nuclear, Incendiary, Chemical, and Explosives) and our more common emergency responses during increased THREATCONs. Under each emergency scenario, vehicles, PPE, initial tactics, and crew responsibilities will be listed. This plan includes Incident Command Responsibilities, Notification procedures, Mutual Aid responsibilities, and outside resource responsibilities.

**Hazmat**

**Incident Command**

Town of Marine Institute Police Department will perform the role of lead agency to control these situations. Senior Fire Department Officers will assist law enforcement officers to implement appropriate incident management staff positions required to mitigate the emergency. Through consultations with the MIRET, the Chief of the Fire Department, based upon the situations arising throughout the incident, will determine if a Unified Command structure will be established or will Command be transferred to a specific agency ahead.

Duties and Responsibilities: Town department heads are responsible for emergency operations within their departments as follow:

**General Duties**

- Continuing to perform routine day-to-day departmental tasks as needed
- Providing departmental technical/operational response to disasters
- Developing, maintaining and exercising plans for performance of the disaster functions assigned to that department in this plan
- Providing Incident Command Post representation as required in this plan or as required by the Town Manager or Emergency Management Director

**Specific**

**Legal Department**

- Advise and assist citizens of their claims with the insurance companies and the Federal Government
- Provide legal advice to members of the Town Council, Town Manager, and Town staff
- Prepare emergency ordinances, resolutions, proclamations, etc. as necessary

**Town of Marine Institute Human Resources Department**

- Provide coordination of volunteer resources
- Supplement Incident Command Post operations

**Town of Marine Institute Planning Department**

- Perform damage assessments / surveys
- Coordinate activities with Emergency Response Management Team and EOC
- Supplement Incident Command Post operations
Fire Department Public Information Officer (PIO)
- Provide direction and control of public information through the preparation and release of official information and statements by and for Town officials
- Provide response to inquiries by media representatives and official visitors
- Reference service for inquiries regarding missing persons, availability of assistance to disaster victims and other related information
- Provide technical coordination with the commercial broadcast media
- Assist in activation of warning systems

Town of Marine Institute Public Works Department
- Reroute water for fire suppression activities and shut down water systems
- Conduct debris removal and clearing of rights of way
- Provide repair/restoration of water/sewer utility service and heavy equipment resources
- Coordinate emergency transportation assets and utility restoration
- Manage mutual aid sector
- Conduct damage assessments/surveys and pest control activities
- Supplement fire service operations and search and rescue
- Perform/Assist with traffic control

Town of Marine Institute Finance Department
- Provide accounting and financial services for receipt and disbursement of emergency funds.
- Provide information systems back up and support
- Provide and develop procedures for the procurement and availability of supplies, equipment and materials
- Maintain a list of critical resource vendors
- Support Incident Command Post operations
- Coordinate activities with Emergency Response Management Team and EOC
- Payroll, Time, Overtime, Contract Management

RUSSELLS AMBULANCE (Medical):
- Triage, Treatment and Transport of Casualties

Fire Department
- Conduct fire suppression operations and search and rescue operations
- Provide emergency medical services
- Provide hazard assessments and mitigations, and set-up of Triage and EMS
- Establishes protection measures to mitigate effects
- Assist with activation of warning systems and traffic management
- Fire Prevention, Pre-Incident Planning and Mitigation Activities
- Perform Rescue and Recovery

Marine Institute Public Library
- Supplement Incident Command Post operations
- Provide emergency power back-up for computers, telephones, electricity and other necessary services
- Provide chairs and tables for temporary housing/shelter facilities
- Provision of Books and other Resources materials and maps of Town of Marine Institute
Police Department Services
- Provide law enforcement services
- Assist with activation of warnings, evacuations and search and rescue operations
- Provide communications, traffic management and crowd control
- Assist with rescue and recovery and Assist Medical Examiner with identification of victims
- Provide the coordination of emergency transportation assets and engineering services
- Perform accident investigations to determine extent of hazards create by the incident and attempt to mitigate these

School Boards (Shelter / Transportation):
Work with Red Cross to provide:
- Temporary emergency shelter and School Buses for Transportation
- Kitchen and Washroom Facilities
- Set up of EOC
- Computers for documentation storage, retrieval and back-up

Community Centre (Emergency Shelter / Housing)
Work with Red Cross to provide:
- Federal/Provincial facility for operations
- Temporary emergency shelter and Emergency mortuary facility

Town of Marine Institute Medical Examiner
- Coordinate housing of bodies and Identification of Victims

Construction Services Department
- Provide damage assessment/survey and documentation for Flood Insurance Program
- Conduct condemnation of damaged structures
- Coordinate with Marine Institute Town Public Works Department
- Assist with evacuation operations/activities and with activation of warning systems
- Coordinate the access to damaged structures and utility restoration

Utility Companies
- Shut down gas lines, power lines, and water lines

Environmental Protection Agency
- Perform land studies
- Provide current weather and weather updates throughout the incident
- Provide maps of high hazard areas, such as flood zones
- Conduct Air Quality and Water Quality Testing
- Determination of facilities/structures for habitation

Local Service Groups:
Red Cross and Salvation Army:
- Provide Mobile Services Units containing full kitchen units
- Provision of meals to Incident Personnel and Casualties
- Assist with Lodging and with Coordination of Transportation Efforts
- Provide access to Medication, Clothing, etc. for Personnel and Casualties involved in this incident
- Coordinate reunification efforts for families with victims
Marine Institute Community Ground Search and Rescue Team
- Perform traffic control and debris removal and clearing of rights of way, including timber
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APPENDIX “A”
Organizational Charts
RUSSELLS AMBULANCE / Emergency Branch

EMS Branch
ALS Captain

Treatment
ALS 1
  - Patient Care
  - Call Back Personnel
  - Rehab
  - Volunteer Personnel

Triage
ALS 2
  - Patient Care
  - Rehab

Transport
MI and Birmingham Ambulance
  - Transportation to
Local Marine Institute Hospital
Candidate: _________________________________  Date: _______________________

Candidate #: _____________________________________

STANDARD: 4.7.1 and 4.7.1(B); 4.7.2 and 4.7.2(B); and

Topic Area: Health and Safety

NFPA 1021, 2014 Edition

TASK: The Instructor Trainee will conduct an initial accident investigation, given an incident and investigation form, so that the incident is documented and reports are processed in accordance with policies and procedures of AHJ.

The Instructor Trainee will apply safety regulations at the unit level, given safety policies and procedures, so that required reports are completed, in-service training is conducted and member responsibilities are conveyed.

PERFORMANCE OUTCOME: The Instructor Trainee will act as a company officer to conduct an initial accident investigation, so that the incident is documented and reports are processed in accordance with policies and procedures of AHJ. The Instructor Trainee will further apply safety regulations at the unit level, so that required reports are completed, in-service training is conducted and member responsibilities are conveyed.

CONDITIONS: This skill must be conducted, as well as submitted to the Evaluator.

EQUIPMENT REQUIRED: Incident and investigation form; safety policies and procedures; writing/technology instruments.


<table>
<thead>
<tr>
<th>No.</th>
<th>Task Steps</th>
<th>Task Value</th>
<th>First Test Score</th>
<th>Retest Score</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The Instructor Candidate demonstrates</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Step One:</strong> Complete Accident/Investigation Form</td>
<td>Pass/Fail</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>Gather Information and Conduct an Interview</td>
<td>2.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Identify hazards associated with member actions</td>
<td>2.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Form must be legible and accurate</td>
<td>2.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Form must be signed</td>
<td>1.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Identify factors contributing to accident</td>
<td>2.0</td>
<td></td>
<td></td>
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<tr>
<td>6.</td>
<td>Suggest changes to regulations</td>
<td>2.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Make appropriate accident notifications according to policy of AHJ</td>
<td>2.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Identify personnel and or equipment involved</td>
<td>1.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td><strong>Step Two:</strong> Memorandum to Fire Chief recommending in-service training</td>
<td>Pass/Fail</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>Identify management and member responsibilities in maintaining health and safety in the work setting provided</td>
<td>2.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>Recommendations for In-service training are outlined</td>
<td>2.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>TOTAL</td>
<td>18</td>
<td></td>
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</tr>
</tbody>
</table>
Total Points Possible = 18
Total Points Needed to Pass = 13
Total Points Scored = _______
☐ Pass ☐ Fail

Proctor/Candidate Comments:

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Proctor Signature ___________________________ Date __________  Candidate Signature ___________________________ Date __________

Re-Test Proctor ___________________________ Date __________ Re-Test Candidate ___________________________ Date __________
Scenario:

During the month of February, Firefighter Strong, while returning the truck to the station, made impact with the fire hall bay door. The Chief, at that time, discussed safe driving practices with Firefighter Strong, who admitted that he did back up the vehicle without using a spotter. The Chief reminded Firefighter Strong of the departmental policies and procedures regarding the use of a spotter.

It is now 2:00 p.m. on a Thursday in April. The Marine Institute Fire/Rescue Department is returning from a minor alarm. As Company Officer, you leave the vehicle before it is positioned in the fire hall bay to return to the office to complete required paperwork. Suddenly, you hear a loud crashing sound coming from the fire hall bay area. You immediately leave your office to find that the pumper truck has backed into the fire hall bay door. Upon arrival, you noticed that there is a large dent in the tailboard step of the pumper, the front bumper of the support vehicle and the passenger side mirror is on the ground. The driver was Firefighter Strong, who was repositioning the apparatus (backing-up), when he came in contact with the support vehicle. Witnesses to this incident were Firefighter Lynch and Firefighter Penny. You immediately inform Firefighter Strong that you have to investigate this accident. Firefighter Strong appears to be distraught about the incident.

Where this is the second incident within six months, it is departmental policy that the Fire chief is to meet with Firefighter Strong, along with municipal occupational health and safety personnel. Departmental policy clearly stated that if a driver has a second accident within six month, completion of NFPA 1002 testing – Driver portion for operating an emergency vehicle, is mandatory. It is also mandatory that all incidents be reported to the Fire Chief (with a copy going to the Mayor) for investigation and further actions.
Step ONE:

Your Task:

Upon reading the above information, complete the Accident /Investigation Form below.

The Proctor will play the role of the Firefighter Strong who had experienced the accident. It will be your responsibility to interview the Proctor to obtain information necessary to complete the accident report form.

Classroom Students:
Each student will be provided a schedule time to interview the Proctor who acts as Firefighter Strong.

For Online Students:
Using an assigned Elluminate Live Session, you will be provided a schedule time to interview the Proctor who acts as Firefighter Strong.
PROCTOR INFORMATION ONLY:

THE PROCTOR WILL PLAY THE ROLE OF FIREFIGHTER STRONG WHO HAD THE ACCIDENT.

Upon initial investigation, it is noted that Firefighter Strong did not use a spotter when backing up the pumper, as per departmental standard operating procedures. As well, other departmental members heard the backup alarm of the truck, but did not offer to spot for Firefighter Strong. This is a volunteer fire department, and Firefighter Strong hardly ever drives the truck. A veteran member (Firefighter Lynch) lives close to the fire hall and almost always drives this pumper. He told Firefighter Strong not to move the mirrors because he had them adjusted for his use.
# Marine Institute Fire and Rescue Accident/Investigation Report

**Date and Time of Accident:**

**Location of Accident:**

**Name of Driver:**
**Supervisor:**
For what purpose was the vehicle being used at the time of the incident:

What damage was caused to Fire Department vehicle/individual:

<table>
<thead>
<tr>
<th>Damage to Property of Others</th>
<th>Owner’s Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Owner’s Address:</td>
</tr>
<tr>
<td></td>
<td>Driver Name:</td>
</tr>
<tr>
<td></td>
<td>Driver Address:</td>
</tr>
<tr>
<td></td>
<td>List Damages:</td>
</tr>
<tr>
<td></td>
<td>If Auto – Make and Year</td>
</tr>
<tr>
<td></td>
<td>Tag #</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Persons Injured</th>
<th>Name</th>
<th>Address</th>
<th>Injury</th>
</tr>
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<tbody>
<tr>
<td></td>
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<table>
<thead>
<tr>
<th>Witnesses</th>
<th>Name</th>
<th>Address</th>
<th>Injury</th>
</tr>
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<table>
<thead>
<tr>
<th>Description of Incident (Add Paper as Necessary)</th>
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<tbody>
<tr>
<td>------------------------------------------------</td>
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<td>------------------------------------------------</td>
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<td>------------------------------------------------</td>
</tr>
</tbody>
</table>

6
Who was involved in this Incident:

1. 
2. 
3. 
4. 

What Equipment/Apparatus was involved in this Incident:

1. 
2. 
3. 
4. 

Describe the Circumstances involved in this Incident:


Identify the Root Cause of this Incident:


Identify Corrective Actions:


Signature of person completing Report: ________________

Date: ________________
In the space below, describe the scene. Insert diagrams or pictures if you wish.
Step Two:

Based on the information in the above scenario, provide a memorandum to the Fire Chief making recommendations for the type of in-service training that you feel is needed as a result of your investigation.

Be sure to outline the management and member responsibilities in maintaining health and safety in the work setting provided.
MEMORANDUM

To: Fire Chief
From: Captain
Date: 
Reference: 

Fire and Rescue
7 Tennessee Drive
Marine Institute, Newfoundland and Labrador
A2B 1C3
STANDARD: 4.7.3 and 4.7.3(B)
Topic Area: Health and Safety

TASK: The Instructor Trainee will explain the benefits of being physically and medically capable of performing assigned duties and effectively functioning during peak physical demand activities, given current fire service trends and agency policies, so that the need to participate in wellness and fitness programs is explained to members.

PERFORMANCE OUTCOME: The Instructor Trainee will complete a case study on the national death and injuries documented in the fire service and how fire service safety and wellness initiatives can help prevent these issues. Show examples of how the organization is improving this issue and what improvements could be made to current programs in the organization.

CONDITIONS: This skill must be submitted to the Evaluator.

EQUIPMENT REQUIRED: Access to national death and injuries information and or related documents; and writing/technology equipment


<table>
<thead>
<tr>
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<th>Task Steps</th>
<th>Task Value</th>
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<th>Retest Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Identifies the issues causing death and injuries in the fire service</td>
<td>2.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Identifies fire service safety and wellness initiatives</td>
<td>1.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>The ability to communicate in writing</td>
<td>1.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Explain the benefits of being physically capable of performing assigned duties</td>
<td>2.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Explain the benefits of being mentally capable of performing assigned duties</td>
<td>2.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Indicates implications of a health and safety and a wellness program for member morale</td>
<td>1.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Identifies the impact to the department when a member is unable to perform their duties</td>
<td>1.0</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTAL 10

Total Points Possible = 10
Total Points Needed to Pass = 7
Total Points Scored = _______

☐ Pass ☐ Fail
Proctor/Candidate Comments:

<table>
<thead>
<tr>
<th>Proctor Signature</th>
<th>Date</th>
<th>Candidate Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Re-Test Proctor</td>
<td>Date</td>
<td>Re-Test Candidate</td>
<td>Date</td>
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</table>
Instructions for completing this assignment/JPR:

You are to prepare a written report on a case study about the national death and injuries documents in the fire service. This report is to contain information on how fire service safety and wellness initiatives can help prevent these issues from occurring. As well, show examples of how the organization, outlined in this report, is improving this issue and what improvements could be made to current programs in the organization.

Your case study report can be taken from either of the following areas:

- National Institute on Occupational Safety and Health (NIOSH)  
  [http://www.cdc.gov/niosh/](http://www.cdc.gov/niosh/)

- O'Donnell Consulting Engineers Group  
  [http://www.odonnellconsulting.com/failureanalysis.html?gclid=CM86tDSo7sCFWQOOgodl3EAIA](http://www.odonnellconsulting.com/failureanalysis.html?gclid=CM86tDSo7sCFWQOOgodl3EAIA)

- Root Cause Analysis  

Be sure to provide a copy of the report when you submit your written case study report information.
Case Study Report

Case Study Name:

Case Study Reference Number:

Case Study Date:

Report Details:

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

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