



Lac La Biche County
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LAC LA BICHE COUNTY POLICY

TITLE: LAC LA BICHE COUNTY FIRE DISTRICT
STANDARD OPERATING GUIDELINES

POLICY NO: CM-23-002

RESOLUTION:

EFFECTIVE DATE: January 12, 2018

LEAD ROLE: COMMUNITY SERVICES

NEXT REVIEW DATE: January 12, 2019

SPECIAL NOTES/CROSS REFERENCE: PS-027

AMENDMENT DATE:

POLICY STATEMENT:

In order for a fire department to function effectively, it must be organized so that all members are working in a coordinated effort to accomplish the objectives and requirements of the department and of Lac La Biche County.

“Original Signed _____

Mayor

March 9, 2018



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LAC LA BICHE COUNTY PROCEDURE

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STANDARD OPERATING GUIDELINES

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PROCEDURE:

1. The Operational Guidelines manual includes but is not limited to the following procedures:
 - Training
 - Safety
 - Operations
 - Personal Protective Equipment (PPE)
 - Equipment Safety and Maintenance
 - Special Operations
 - Dangerous Goods
 - Respiratory Protection (SCBAs)
 - Hazard Assessments

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200. - Fire Ground Management/Incident Command

1. Scope

1.1 This guideline shall apply to all Lac La Biche County Fire District emergency response situations. Response procedures for specific incident types are contained in the following Standard Operating Guidelines within this section.

2. Purpose

2.1 To develop a systematic, coordinated method of supervising fire ground operations that will promote the most efficient and safe use of manpower and equipment at all incidents implementing NFPA standards.

2.2 To demonstrate the broad strategy necessary to cope with a serious multiple alarm fire.

2.3 To develop a functional fire ground organization that can handle logistics and coordinate available resources.

3. Policy

3.1 Fire ground management guidelines in this instruction shall be observed at all emergency situations.

4. Definitions

4.1 *Incident Commander (IC)*: The person who exercises overall command at the scene.

4.2 *Sector Officer*: The person appointed by the IC to command a functional or geographical area at the emergency scene, e.g. ventilation sector, east side sector, staging area, etc.

4.3 *Staging Area*: A geographical area designated by the IC to locate equipment, vehicles and personnel not immediately required for emergency operations.

4.4 *Supervisor*: A person in charge of a particular function but not of officer status. In most cases, the person will be a senior firefighter.

4.5 *Unit Commander* - The senior firefighter or officer in charge of a particular vehicle.

5. Responsibility

5.1 All members of these departments must understand their responsibilities and duties at every fire scene.

5.2 Unit commanders and officers shall ensure that these guidelines are followed.

5.3 The on-scene member shall be IC until relieved by the District Deputy Chief, Manager of Protective

Services/Regional Fire Chief, or R.C.M.P.

5.4 The Safety Officer, if appointed shall be responsible for overseeing and ensuring compliance with department safety guidelines. This does not relieve unit commanders or officers of the responsibility for the enforcement of safety regulations regarding apparatuses, operations and duties.

6. Procedures

6.1 Responding and parking at fire scene:

- a. Whenever possible, all apparatus shall be positioned in a manner to permit the free flow of traffic, including fire department apparatus.
- b. Whenever possible, park vehicles where they will not be damaged by falling glass, debris or fire.
- c. Whenever possible, apparatus shall be parked on the same side of the street or road as the fire building.
- d. Whenever possible the apparatus shall be parked to offer protection for emergency response crews, such as from a motor vehicle collision.
- e. The first arriving unit(s) shall attempt to keep the immediate area around the fire free of congestion.
- f. Officers and members not involved in the initial size up operation shall remain with their apparatus and await orders, also known as the staging area.
- g. The first arriving unit shall commence operations based upon the immediate assessment of the incident commander (IC). The IC shall inform the second in unit of the situation and give any instructions based upon their evaluation of the situation.
- h. Initial responding unit(s) shall enter the immediate proximity of the fire scene and, as conditions warrant, commence standard initial operations.
 - The IC shall assume overall command until relieved by the operations officer, District Deputy Fire Chief or Manager of Protective Services/Regional Fire Chief.
- i. As outlined in Standard Operating Guidelines 201, emergency incident response shall stage clear of the fire ground but in a position to readily respond. These units shall announce their arrival and position to the IC and then stay off the air until called and given instructions.
- j. If an aerial truck is required, it shall be positioned whenever possible so as not to obstruct pumper operations. Care should be exercised to ensure that aerial apparatus are not placed in positions that could result in damage or injury due to falling glass, debris or fire.
- k. The Deputy Fire Chief or District Fire Chief, if present, shall position their vehicle so as to be in a conspicuous position but out of the way of traffic. This vehicle shall become the Command Post and should have an unrestricted view of the scene. They shall remain at the Command Post.

NOTE: In some cases it may be more convenient to establish the Command Post at the first in unit depending upon the nature of the emergency.

1. The IC shall, when conditions warrant, establish a staging area for the organization of responding mutual aid units. Once the staging area is established, police can control traffic and ensure a rapid response of reserve units as required.

7. Tactical Priorities

7.1 The IC must conduct their operations in accordance with the following priorities:

- a. Rescue
- b. Fire control
- c. Property conservation

NOTE: Firefighter safety is an overall priority.

8. Initial Operations

8.1 The actions of first units have an enormous effect as to the outcome of the operation. Initial reports of the situation are crucial to proper deployment of follow on units.

8.2 Only the first unit(s) shall commit themselves automatically.

8.3 Additional units and manpower shall be committed based upon initial size up.

8.4 First in unit(s) should not hesitate to call in support if the IC deems it necessary.

9. Communications

9.1 All fire ground communications shall be kept to an operational minimum. When conditions and situations warrant, unit commanders and sector officers shall inform the command post of progress, needs, hazards and any changes in conditions.

9.2 Members should try to avoid using jargon or technical terms. Plain language makes it much easier for all to understand the operation.

9.3 In the event urgent transmissions are required, they should be preceded with the following terminology:

- a. *Emergency Traffic*: everyone stays off the radio. Someone has been injured or there is an immediate danger to members of the firefighting team.
- b. *Priority Traffic* - communications of immediate tactical importance between Sector Officers and the IC.

- 9.4 a. The only vehicle to report "en route" to the dispatcher will be the first vehicle to leave the Fire Hall, normally Rescue One.
- b. All other vehicles responding will report "en route" to the IC.
- c. The only vehicle to report "on scene" to the dispatcher will be the first vehicle to arrive on scene, normally Rescue One.
- d. All other vehicles responding will report "on scene" to the IC.

10. Fire Ground Discipline

- 10.1 When job assignments are given, they must be acknowledged and carried out.
- 10.2 When a unit is assigned a position or duty at an emergency scene, they must hold that position until re-assigned by the sector officer, supervisor or IC.
- 10.3 When firefighters have completed an assignment, they must report back to their apparatus and report the status of their unit to the sector officer or IC.
- 10.4 Public image is important. Therefore horseplay, foul language is not permitted. Smoking on the fire ground is highly discouraged. Members shall be courteous and professional at all times.

11. Post Fire Operations

- 11.1 When possible, the department should restore all fire protection systems such as hydrants, sprinkler systems, standpipes, etc. before leaving the scene. If this is not feasible, the IC shall ensure that the necessary steps are taken to return the building to a safe condition.
- 11.2 It may be necessary to leave a fire watch to ensure that fire does not re-kindle.
- 11.3 High priority shall be placed on getting emergency vehicles back in service as soon as possible.

201. Emergency Incident Response

- 1.1 This Standard Operating Guidelines will apply to all responses related to structural, hazardous materials and general emergency responses. Motor Vehicle Collisions are covered in Standard Operating Guidelines 205, and Disaster Response is covered in Standard Operating Guidelines 202.

2. Purpose

- 2.1 To provide uniform response guidelines to all emergency and non-emergency operations.

3. General

- 3.1 Lac La Biche County Fire Services will normally respond to all emergencies with beacons, sirens and other warning equipment operating.

- 3.2 There are situations where the number of members and vehicles responding will be based upon the severity of the incident and the level of hazard represented by the building, facility, area or vehicle involved.
- 3.3 If upon arrival at the scene, the IC decides that the situation will overtax the department, they should consider declaring a disaster.

NOTE: If the response situation changes, the IC may have emergency vehicles respond at a reduced rate.

4. Response Considerations

- 4.1 Intervention time is vital in emergency response. The faster the response time, the less fire there is to fight. However, the following vehicle and manpower requirements do not preclude the IC from taking either less or more manpower or equipment on the initial page out. They should consider:
 - a. number of members in the Fire Hall; and
 - b. the nature of the emergency and reported severity.
- 4.2 If there is any doubt as to whether or not the call is within the Lac La Biche County fire district, the member will respond but will notify the applicable fire department immediately.

5. First Alarm Equipment and Manpower - Urban

- 5.1 The preferred minimum personnel and equipment required for a response on a first page out assignment within the County is as follows:
 - a. Rescue or Pumper with a minimum 4-person crew including the IC;
 - b. Pumper with a minimum 2-person crew; and
 - c. Rescue with a minimum next available fire fighter.
- 5.2 The first vehicle will leave the hall at the discretion of the IC. As a rule, there should be at least 4 members, officer included, on the first out vehicle.
- 5.3 A pumper will normally tie into the fire department connection in the event a building is sprinklered or has standpipes.
- 5.4 A pumper will normally stage at the nearest hydrant to carry out a hydrant-to-fire lay if required.

6. First Alarm Equipment and Manpower – County/Rural Call

- 6.1 The preferred minimum personnel and equipment required for a response on a first page out assignment within Lac La Biche County Fire District shall be as follows:
 - a. Rescue with a minimum 2-person crew;
 - b. County Pump with 2 person crew;
 - c. County Tanker with 1 person crew; and
 - d. Additional apparatus with next available fire fighter/s.

6.2 Manpower-permitting, the first vehicle will leave the hall at the discretion of the IC. As a rule, there should be at least 3 members including an officer on the first out vehicles.

7. Fire Hall Dispatch

7.1 All other responding members shall remain at the Fire Hall under the supervision of the senior member present until the IC determines the nature and extent of the emergency.

8. Second Alarm - County Call

8.1 If there is a requirement for a second page out on the radio and another alarm:
a. Request assistance from Fire Departments which are included in the mutual aid agreement, whichever is the closest or has the needed equipment.
b. Subsequent page outs shall be authorized as the situation demands.

8.2 In the event of long term continuous operations, additional manpower will be called in to provide relief for responding personnel. Initialization of CEMP – Community Emergency Management Plan may be required.

8.3 Other resources such as County Infrastructure Services, Utilities or Victim Services may be requested at any time.

NOTE: The IC may at any time following their initial response and based upon their assessment of the situation, upgrade or downgrade the incident level. The IC could, if conditions warrant, call a second and third page out simultaneously in order to have sufficient apparatuses and manpower at the scene as soon as possible.

9. Mutual Aid

9.1 Lac La Biche County has granted the authority to request mutual aid to the Lac La Biche County fire district.

9.2 The IC may request assistance/provide assistance for mutual aid response through the Manager of Protective Services/Regional Fire Chief or the Chief Administrative Officer. Parties that are able to call on mutual aid include:
a. the District Fire Chief;
b. the Deputy Fire Chief; and
c. the Lac La Biche Director of Emergency Management/Assistant Director of Emergency Management.

9.3 When other departments request our assistance, the IC must consider the following factors:
a. time of day;
b. if there will be enough members remaining within the fire district in case another response is required; and

c. vehicle status.

10. Rules of the Road

- 10.1 Drivers of emergency vehicles will not exceed the posted speed limits by more than 20 km/h and only when responding to an emergency call, while displaying emergency lights and when it is considered safe to do so.
- 10.2 Members reporting to the Fire Hall in their personal vehicles will obey all traffic laws and rules of the road. Under no circumstances will they exceed the speed limit, pass on the shoulders, etc.

202. Disaster Response

References: Lac La Biche County Community Emergency Management Plan (CEMP)

1. Scope

- 1.1 This guideline shall apply whenever a disaster is declared in Lac La Biche County.

2. Purpose

- 2.1 To develop a systematic, coordinated method of dealing with such incidents that will ensure the most effective and safe use of manpower and equipment.

3. General

- 3.1 Disasters come in many shapes and sizes. They can be weather related or involve fires, explosions, hazardous materials, or diseases.
- 3.2 All members of the department must understand their responsibilities and duties regarding disaster response.

4. Definitions - Disasters– Type 5 – Type 1 Incidents

- 4.1 Type 5 - First responders monitor situation.
- 4.2 Type 4 - Director of Emergency Management (DEM) makes a decision to monitor the situation/
- 4.3 Type 3 - DEM activates Emergency Operations Center (EOC) or requests activation of EOC.
- 4.4 Type 2 - DEM activates EOC or requests activation of EOC.
- 4.5 Type 1 - DEM activates or requests activation of Regional Emergency Operations Center.

5. Procedures

- 5.1 The IC, Deputy Fire Chief, District Fire Chief or Manager of Protective Services/Regional Fire Chief can only recommend that a disaster be declared. The responsibility for declaring a disaster

lies with Council and the DEM and Assistant DEM.

- 5.2 In the event of an incident, if the IC or higher deems it necessary, they shall contact the respective DEM and recommend that a disaster be declared in accordance with the definitions in Section 4 of this Standard Operating Guidelines document.
- 5.3 All subsequent actions shall be in accordance with the respective Lac La Biche County Disaster Response Plans.

203. Dangerous Goods/Hazardous Materials Response

- 1.1 This guideline shall apply to all emergency situations involving dangerous goods or hazardous materials within Lac La Biche County Fire District. Specific incident types are dealt with in other Standard Operating Guidelines in this section. This guideline should be read in conjunction with:
 - 2016 Emergency Response Guidebook (ERG), Transport Canada

2. Purpose

- 2.1 To develop a systematic and coordinated method of dealing with such incidents that will ensure the most effective and safe use of manpower and equipment.

3. Responsibilities

- 3.1 All Lac La Biche County firefighters must understand their responsibilities regarding dangerous goods and hazardous material incidents.
- 3.2 ICs shall remain in command until relieved by higher authority.

4. Definitions

- 4.1 *Cold Zone*: The control zone of a hazardous materials incident that contains the command post and such other support functions necessary to control the incident.
- 4.2 *Dangerous Goods*: A substance (solid, liquid or gas) in transit that, when released, is capable of harming people, the environment and property.
- 4.3 *Emergency Response Action Plan (ERAP)*: All producers and transporters are required by law to have an ERAP registered either with the province or with CANUTEC (1-888-226-8832) in the case of an out-of-province carrier. The ERAP number is contained in the shipping documents.
- 4.4 *First Responder - Awareness Level*: Those persons who, in the course of their normal duties could be the first on scene of an emergency involving hazardous materials, and who are expected to recognize the presence of hazardous materials, protect themselves, call for trained personnel and secure the area.
- 4.5 *Hazardous Material*: A substance (solid, liquid or gas) not in transit that, when released, is capable of harming people, the environment and property.

- 4.6 *Hot Zone*: The control zone immediately surrounding a hazardous materials incident, which extends far enough to prevent adverse effects from hazardous materials releases to personnel outside the zone.
- 4.7 *Warm Zone*: The control zone at a hazardous materials incident site where personnel, equipment decontamination, and hot zone support takes place.

5. General

- 5.1 The Lac La Biche County Fire Department will respond at the awareness level only by:
 - a. recognizing the presence of dangerous goods;
 - b. protecting emergency personnel and the public;
 - c. securing the area; and
 - d. calling for the assistance of trained personnel as soon as conditions permit.
- 5.2 Tactical Priorities are to protect in the following order:
 - a. people;
 - b. the environment; and
 - c. property.
- 5.3 Personnel accountability measures should be implemented at every hazardous materials incident.
- 5.4 If there is a suspicion that a hazardous material is involved:
 - a. Ensure all responders approach cautiously from upwind.
 - b. Secure the scene - without entering the immediate hazard area:
 - (1) isolate the area and assure the safety of people and the environment;
 - (2) keep people away from the scene and outside the safety perimeter; and
 - (3) allow enough room to move and remove equipment.
 - c. Identify the hazards:
 - (1) ERG only provides the most important and worst case scenario information for the initial response.
 - (2) Placards, container labels, shipping documents, material safety data sheets, Rail Car and Road Trailer Identification Charts and/or knowledgeable people on scene are valuable information sources.
 - (3) Evaluate all available information and consult the recommended guide to reduce immediate risks. Additional information, provided by the shipper or another authoritative source may change some emphasis or details in the ERG.
 - (4) As more material-specific information becomes available, the response should be tailored to the situation.
 - d. Assess the situation:
 - (1) Is there a fire, spill or leak?
 - (2) What are the weather conditions?
 - (3) What is the terrain like?

- (4) Who/what is at risk—people, property or the environment?
 - (5) What actions should be taken? Is evacuation necessary? Is sheltering in place a consideration? Is diking necessary? What resources, human and equipment are required and readily available?
 - (6) What can be done immediately?
- e. Obtain help: notify Fire Hall or Parkland Dispatch (911) to notify responsible agencies and call for assistance from qualified personnel.

NOTE: Use the resource list in the Community Emergency Management Plan.

- f. On site entry:
- (1) Weigh any efforts made to rescue persons, protect property or the environment against the possibility of responders becoming casualties.
 - (2) Enter the area only when wearing appropriate protective gear.
- g. Respond in an appropriate manner by:
- (1) establishing a command post and lines of communications;
 - (2) establishing control zones;
 - (3) rescuing casualties where possible and evacuate if necessary;
 - (4) maintaining control of the site;
 - (5) continually reassessing the situation and modifying the response as necessary; and
 - (6) remembering the safety of people in the immediate area, including responders, is paramount.
- h. Do not:
- (1) walk into or touch spilled material;
 - (2) inhale fumes, smoke and vapors even if dangerous goods are known not to be involved; and
 - (3) do not assume that gases or vapors are harmless because of a lack of smell.

Explanatory Material

Tactical Priorities

When the material is identified and container integrity ensured, there is a set order in which tactical priorities must be considered and carried out for every incident:

- a. Rescue
- b. Exposure protection:
 - (1) protect people;
 - (2) protect the environment; and
 - (3) protect property not yet directly involved in but threatened by an expanding incident.
- c. Fire extinguishment
- d. Confinement (the process of controlling the flow of the spill and capturing it at a specified location)
- e. Containment (the process of stopping the further release of a material from its container).
Consider:

- (1) the condition of the container;
 - (2) the properties of the material;
 - (3) rate of release; and
 - (4) incident assessment.
- f. Recovery (action plan)

Once the on-call captain has gathered the information necessary for the materials involved, he should develop an action plan outlining the:

- a. response objectives and options; and
- b. personnel and equipment to accomplish the objectives.

Components of a typical action plan include the following:

- ❖ site description;
- ❖ entry objectives;
- ❖ on-scene organization;
- ❖ on-scene control;
- ❖ hazard evaluation;
- ❖ personal protective equipment;
- ❖ on-scene work assignments;
- ❖ communication procedures;
- ❖ decontamination procedures; and
- ❖ on-scene safety and health considerations including:
 - (1) designation of a Safety Officer;
 - (2) emergency medical care procedures;
 - (3) environmental monitoring;
 - (4) personnel monitoring; and
 - (5) emergency procedures.

The complexity of the incident will determine the detail identified in the action plan. However, to ensure that nothing is overlooked, each of the above items must be considered.

Tactical Plan

Once the strategic objectives have been determined, sector officers should develop tactics to accomplish them. The tactical objectives should be based on:

- a. conditions at the scene;
- b. material(s) involved; and
- c. team capabilities.

The IC should be concerned about two sets of circumstances:

- a. What is known about the product and its potential threat to life and property?
 - (1) Product is known and poses a substantial threat.
 - (2) Product is known and poses no immediate threat.
 - (3) Product is unknown.

- b. Is the material in its container and, if it is, how has the container been stressed?
 - (1) No apparent container damage.
 - (2) Container damage with no product release.

- (3) Container damage with product release and no fire.

Control Zones

The IC must identify how to establish and enforce scene control including:

- a. control zones;
- b. emergency decontamination; and
- c. communications.

Site control must be put into place quickly at each incident to maintain control of the scene. The size of the control zone depends on the degree of hazard present. The Initial Isolation Zone will be sized in accordance with the 2016 Emergency Response Guide and may be adjusted after consultation with CANUTECH, the shipper or the owner of the product involved.

Control zones reduce contamination or danger by controlling and directing the operations and movements of personnel at the scene. Personnel should only move through access control points.

Control zones must be monitored, and may be enlarged or reduced as the incident progresses.

Hot Zone

The area immediately surrounding a hazardous materials incident, extending far enough to prevent adverse effects of hazardous materials releases to personnel outside the zone. The hot zone may also be called the exclusion, restricted or red zones. Access to the hot zone is limited to those persons necessary to control the incident. A log is to be maintained at the access control point to record entry and exit time of all personnel in the hot zone.

Personnel may enter the hot zone for several reasons:

- a. surveying or sampling;
- b. spill control measures; or
- c. cleanup.

The boundary of the hot zone should be clearly delineated by hazard tape, signs or rope. It may be necessary to have more than one access control point so that there are separate entrance and exit points.

All personnel within the hot zone should wear the level of protective equipment the IC has determined to be appropriate. Differing levels of equipment may be appropriate in the same area, depending on the specific task being performed.

Warm Zone

The area where personnel, equipment decontamination, and hot zone support takes place. It includes control points to the access corridor and assists in reducing contamination spread. The warm zone may also be called the decontamination, contamination reduction, limited access or yellow zone.

The severity of contamination should decrease as responders move from the hot line towards the cold zone because of decontamination procedures in the warm zone. In the decontamination area, there

should be one decontamination line for personnel and one for heavy equipment.

Personnel entering the warm zone from the cold zone should wear the level of protection required to operate in the warm zone. Personnel leaving the warm zone should remove the protective clothing they have worn in the warm zone.

The decontamination zone should be large enough to accommodate all the procedures that will take place in it.

Cold Zone

This area contains the command post and other support functions necessary to control the incident. The cold zone may also be called the clean, support or green zone.

Personnel in the cold zone may wear normal work clothes. The cold zone should be upwind from the hot zone and as far away as is practical. Support functions in the cold zone might include site security, medical support, reserve equipment and a field laboratory.

Outer Perimeter

In the event of a large-scale incident where an Emergency Operations Centre (EOC) is activated, it is advisable for the incident commander, in consultation with the EOC, to set an outer perimeter for the incident. This perimeter should be large enough to contain any releases and spread of the incident.

The intent of the perimeter is to allow the IC to be responsible for all activities inside the perimeter. The EOC will be responsible for activities outside the perimeter. This lessens miscommunication and permits responders to concentrate on their tactical priorities.

Evacuation vs. Shelter-In-Place

When a hazardous substance is released into the atmosphere, evacuation and shelter-in-place are two strategies for protecting the public in the affected or threatened area.

Within the initial isolation zone, evacuation is initiated immediately. Within the protective action zone, the decision to evacuate or shelter-in-place must be made. Where it is difficult to gather sufficient data to decide, evacuation is initiated unless the area to be evacuated has already been contaminated to a degree that presents an immediate danger to life or health.

Evacuation

Evacuation to an unaffected area is generally the safest method of public protection during an emergency. Evacuations are planned and carried out in conjunction with the local authority. An evacuation plan considers the following:

- 1) changes in wind direction and other weather conditions;
- 2) arrangements for a reception centre to receive and care for evacuees;
- 3) steps to ensure that all persons within the area receive emergency instructions, including persons who are hearing impaired, speak English as a second language, etc.;
- 4) how much time will be needed for evacuation;

- 5) how people are to be evacuated (private vehicles, public transit);
- 6) the routes to be taken and the capacity of those routes to handle the traffic;
- 7) fuel availability;
- 8) what should be done with pets and farm animals;

identification of special-needs people and groups and how they will be taken care of (hospital patients, elderly persons, persons with disabilities, etc.);

- 9) the security of evacuated businesses and homes;
- 10) when and how a safe and controlled re-entry into the area (including notification) is to be accomplished; and
- 11) decontamination of the evacuated area.

Shelter-In-Place

The principle of shelter-in-place is based on a residence or other building being constructed to withstand Canadian weather conditions (i.e., constructed to withstand sub-zero temperatures and designed for minimal inward air leakage). When the openings of such a building (e.g., windows, doors, other fresh-air intakes) are closed and remain closed, the building becomes a reservoir of relatively uncontaminated air. This air will sustain the occupants during the emergency.

Time and effort are required to educate the potentially affected public about shelter-in-place. Potentially affected individuals and communities can be identified by determining the protective action zone for the hazardous substance(s) generated, processed, or stored at a location, given all possible wind directions. Shelter-in-place involves having the public stay in their homes or other buildings under controlled conditions during an emergency. It is an effective means of protecting the public when:

- a. there is not enough time to safely evacuate persons at risk;
- b. the emergency lasts a short time (up to 1 hour);
- c. an evacuation would increase the risk to the public; or
- d. the hazardous substance is known to be of low volatility and low flammability, and does not pose a risk of explosion.

The decision to use shelter-in-place is reviewed every 15 minutes where highly toxic substances or large release rates are involved. Ideally, the review is based on monitoring of the levels of toxic substance(s) in the area where shelter-in-place is occurring. Shelter-in-place lasting more than 1 hour is used only under extreme conditions, which include ongoing real-time monitoring of contaminant concentration and two-way communication with persons in the affected area.

If there is a fire, the potential movement of the plume closer to the ground after the fire is extinguished (which is caused by reduction of the heat source that provides buoyancy to the plume) is considered when deciding whether to use shelter-in-place.

204. Alberta Emergency Alert (AEA)

1. Scope

1.1 This guideline shall apply whenever there is an event that may cause the activation of the Alberta Emergency Alert (AEA).

2. Purpose

2.1 To develop a systematic, coordinated method of activating the AEA so that injuries, deaths or loss of property may be reduced due to early warning.

3. General

3.1 This guideline will enable the public to be informed in the event of a life-threatening emergency or disaster. Effective communication will:

- a. allow DEM/communications branch to issue a warning of a threat to public safety;
- b. provide a means to give critical lifesaving instructions; and
- c. give the public valuable extra minutes to prepare and protect themselves and their families.

4. Activation

4.1 The AEA will be activated in accordance with the Community Emergency Management Plan.

5. Authority to Activate

5.1 The designated activators are the Director of Emergency Management (DEM), the Assistant DEM, the County's communications department, the County's utilities manager, or other designates.

205. Motor Vehicle Collisions

1. Scope

1.1 These Standard Operating Guidelines will apply to all responses relating to motor vehicle collisions (MVCs).

This Standard Operating Guidelines should be read in conjunction with:

- a. Standard Operating Guidelines 200: Fire Ground Management;
- b. Standard Operating Guidelines 201: Emergency Incident Response;
- c. Standard Operating Guidelines 202: Disaster Response; and
- d. Standard Operating Guidelines 203: Dangerous Goods/Hazardous Materials Response.

2. Purpose

2.1 To establish a systematic, coordinated and effective response ensuring the safety of responders and providing the best utilization of personnel and equipment.

3. Responsibilities

3.1 Each member of the department must understand their duties and responsibilities regarding responses to MVCs.

- 3.2 Supervisors shall ensure that these guidelines are followed.
- 3.3 The first member on scene shall be the Incident Commander (IC) until relieved by the Deputy Fire Chief, District Fire Chief, or R.C.M.P.
- 3.4 The Safety Officer, if appointed shall be responsible for overseeing and ensuring compliance with department safety guidelines.
- 3.5 These Standard Operating Guidelines shall not relieve department personnel of the responsibility of exercising initiative and independent judgment when conditions warrant.
- 3.6 The Training Coordinator or designate shall be responsible for developing a suitable extrication/rescue training program based upon the equipment and personnel available and the contents of these Standard Operating Guidelines.

4. County Response Procedures

- 4.1 The preferred initial response to a reported road incident with the County crew manning vehicles is as follows:
 - a. County Pumper with 2 crew members.
 - b. Rescue, water tender with 1 crew member.
- 4.2 Normally, the IC will position response vehicles as follows:
 - a. The Pumper and Rescue will be position at the scene but remain clear of affected vehicles by at least 30 metres.
 - b. The second County Pumper will remain approximately 500 metres back in the traffic lane to warn or block vehicles coming from behind.
 - c. The Rescue will be spotted on the direction of the IC.
- 4.3 The IC shall transmit a size up report to firefighters with the information gained from the initial scene survey and the inner and outer circle survey, including:
 - a. number and type of vehicles involved;
 - b. all casualties accounted for;
 - c. conditions at the scene such as fuel spills or fire;
 - d. possibility of dangerous goods involvement; and
 - e. requirement for further resources.
- 4.4 In addition to the above, the IC should develop strategy and tactics based upon the following:
 - a. firefighter, casualty and overall scene/crowd safety;
 - b. vehicle stabilization;
 - c. creating an action circle;
 - d. vehicle construction;
 - e. nature of the incident;
 - f. rescue; and
 - g. any patient care required.
- 4.5 The following should be also considered:
 - a. a triage area;
 - b. a staging area for additional response vehicles; and
 - c. a tools and equipment area.

- 4.6 In all responses of this type, charged lines should be utilized to ensure immediate attack if fire should occur during rescue operations. Spark or heat producing operations shall be protected by their own charged lines.
- 4.7 The IC shall ensure that all personnel involved in motor vehicle accident operations are outfitted with full personal protective equipment (PPE). This will include the handling of sharp objects on scene. Sharp objects are to be deposited in the biohazard container provided by the ambulance on scene.

The IC will control the use of SCBA.

5. Traffic Control

- 5.1 Traffic control is vital to safe extrication operations. Disgruntled motorists and traffic jams create special problems to consider at motor vehicle accident scenes. Traffic control will be the responsibility of the first in unit(s) whether it is R.C.M.P., fire or ambulance. Normally, to ensure a safe operations area, firefighters will control traffic.
- 5.2 Traffic control on provincial highways should be as follows:
 - a. Park the County Pumper in traffic lane approximately 30 metres from scene parked on an inward angle. The front wheels should turn towards the ditch to protect emergency responders and scene.
 - b. Set up traffic cones along the highway leading up to the County Pumper.
 - c. Two firefighters in high visibility vests with stop and yield flip signage, traffic wands or flashlights, and radios. Traffic control on either side of scene with a clear view of both directions.
 - d. Await the IC's further orders related to traffic control.
- 5.3 Traffic control on municipal roads within Lac La Biche County should follow the same procedure (5.2).

206. Ambulance Assistance Response

1. Scope

- 1.1 This guideline shall apply to all situations involving both Lac La Biche County Fire Rescue and Lac La Biche ambulance services. These Standard Operating Guidelines should be read in conjunction with Standard Operating Guidelines: 205 Motor Vehicle Collisions.

2. Purpose

- 2.1 To develop a systematic, coordinated method of dealing with such incidents that will ensure the most effective and safe use of manpower and equipment.

3. Responsibilities

- 3.1 All fire department members must understand their responsibilities regarding responses to ambulance assistance responses.

4. General

- 4.1 Fire/ambulance co-response benefits both services by providing manpower, equipment and services that would not normally be available when only a single agency responds.

5. Priorities

- 5.1 The priorities for the fire department when responding to assist ambulance crews are the same as for any other emergency response:
 - a. personnel safety;
 - b. rescue: protect, remove and provide care for endangered victims;
 - c. conserve property during and after the response; and
 - d. services that ambulance personnel require from the fire department, including extrication, lighting, traffic or crowd control, and first aid.
- 5.2 Firefighters will only provide medical aid to the level of service provided by Lac La Biche County Fire Rescue, meaning standard first aid. Any department member with advanced training (i.e. EMR, EMT (A) or EMT (P)) will provide the higher level of service under the direction of Lac La Biche ambulance personnel.

207. Railroad Emergency Response

NOTE: The emergency contact for assistance with railroad emergencies in Lac La Biche County is 1-800-465-9239.

1. Scope

- 1.1 This guideline shall apply to all emergency situations involving railroad crossings or rights of way within the Lac La Biche County fire district.

2. Purpose

- 2.1 To develop a systematic, coordinated method of dealing with such incidents that will ensure the most effective and safe use of manpower and equipment.

3. Responsibilities

- 3.1 All Lac La Biche County Fire Services members must understand their responsibilities regarding responses to railroad emergencies.
- 3.2 ICs shall remain in command until relieved by higher authority.

4. General

- 4.1 All automated crossings are numbered: it is vital that this number be noted whenever contacting the railroad's emergency centre.

- 4.2 All railroads are required to have emergency response plans and often have prearranged contracts with emergency response companies.

5. Tactical Priorities

- 5.1 The priorities at a railroad emergency response are:
- a. personnel safety;
 - b. determining if dangerous goods are involved;
 - c. protecting, removing and providing care for endangered employees/victims;
 - d. stopping all traffic on the rail line; and
 - e. conserving property during and after leak control operations.
- 5.2 Because a railroad emergency will normally be of long duration, the IC must:
- a. request the attendance of the Deputy Fire Chief, District Fire Chief and/or Manager of Protective Services/Regional Fire Chief at the scene;
 - b. make contact with the train crew and determine what materials are involved and if additional resources are required;
 - c. consider setting up:
 - (1) a Hot Zone to control entry into the affected area,
 - (2) a Warm Zone for staging and rehabilitation areas, and
 - (3) a Command Post.
 - d. consider declaring a disaster in accordance with the Standard Operating Guidelines 202: Disaster Response.

NOTE: Railroad representatives and contractors are on site to provide technical information and to participate in tactical operations.

6. Vehicle Staging

- 6.1 Vehicles should be spotted in accordance with the requirements of the 2016 Emergency Response Guide, item #111, Mixed Load/Unidentified Cargo, until it is confirmed if there are dangerous goods or hazardous materials involved.
- 6.2 At a minimum, vehicles should remain at least 10 metres from the affected tracks until it is confirmed that all rail traffic has been halted.

Explanatory Material

Normally, in the event of an accident, train crews will contact their Rail Traffic Coordinator (RTC). The RTC will contact the required individuals and organizations equipped to deal with incidents involving dangerous goods, including:

- a. railway local Service Area Manager;
- b. railway Field Manager;
- c. Dangerous Commodities/Emergency Response;
- d. local fire and police services;
- e. the shipper(s); and
- f. Transport Canada.

The crew, if possible, will make contact with local fire or police services as soon as possible and provide the information in the train's consist. A consist or manifest is prepared for every train. It lists in detail what the train is carrying. A copy of the consist is:

- a. carried on the engine of the train itself;
- b. carried in the caboose if it has one; and
- c. is available from the railroad's computer system.

Detailed information on the consist includes;

- a. full and proper shipping name of the commodity;
- b. type of placards applied to the car;
- c. the "48" or "49" series Standard Transportation Commodity Code (STCC);
- d. the product identification UN number; and
- e. the location in the train, that is, the number of cars back from the engine, of all loaded and residue cars in the train.

In addition to the consist, each car containing dangerous goods will have information document in the form of a compressed waybill or a shipper supplied shipping document.

The information in this document will include:

- a. product name of the dangerous goods;
- b. classification of the dangerous goods;
- c. product identification UN number;
- d. type of placards applied to the car;
- e. origin and destination of the shipment;
- f. a 24-hour emergency telephone number; and
- g. for some products, an emergency response plan number and telephone number to activate the plan if required.

NOTE: Initial response information can be obtained from the 2016 Emergency Response Guide (Transport Canada).

208. Pipeline Emergency Response

1. Scope

- 1.1 This guideline shall apply to all emergency situations involving pipelines containing flammable liquids, gases, or cryogenic materials within the Lac La Biche County fire district. This guideline should be read in conjunction with Transport Canada's 2016 Emergency Response Guide and the Emergency Response Action Plan provided by pipeline companies operating within our jurisdiction.

2. Purpose

- 2.1 To develop a systematic, coordinated method of dealing with such incidents that will ensure the most effective and safe use of manpower and equipment.

3. Responsibilities

- 3.1 All Lac La Biche County Fire Rescue members must understand their responsibilities regarding pipeline emergency operations.
- 3.2 ICs will remain in command until relieved by higher authority.

4. General

- 4.1 All pipeline facilities are required by law to have an Emergency Response/Contingency Plan approved by the Alberta Energy & Utilities Board (EUB).
- 4.2 The Technical Adviser:
 - a. is appointed by the industry involved;
 - b. reports to the scene and verifies the magnitude of the incident;
 - c. is a source of technical expertise to the fire department;
 - d. decides if flaring is appropriate; and
 - e. sets up on-site command post.
- 4.3 Normally industries dealing with pipelines have two emergency organizations:
 - a. an Emergency Operations Centre (EOC) team which facilitates the deployment of resources to the scene as requested by the technical adviser; and
 - b. an pipeline emergency response team (PERT) which conducts tactical operations like:
 - (1) assisting at the scene with evacuation, roadblocks and emergency service work as directed by the Technical Adviser;
 - (2) providing pipeline isolation are required;
 - (3) transporting emergency equipment from pipeline office to the appropriate site;
 - (4) providing support to Technical Adviser if flaring is appropriate;
 - (5) assisting Technical Adviser with documentation; and
 - (6) providing manpower for decommissioning pipeline.

5. Tactical Priorities

- 5.1 The four tactical priorities at a pipeline emergency are:
 - a. personnel safety;
 - b. protecting, removing and providing care for endangered employees/victims;
 - c. stopping the leak; and
 - d. conserving property during and after leak control operations.
- 5.2 Because a pipeline emergency will normally be of long duration, the IC must:
 - a. request the attendance of the Deputy Fire Chief, District Fire Chief or Manager of Protective Services/Regional fire Chief at the scene;
 - b. set up:
 - (1) a Hot Zone to control entry into the affected area,
 - (2) staging and rehabilitation areas, and
 - (3) a command post and publicize its location.
 - c. make contact with the Technical Adviser and determine what additional resources if any are required.

NOTE: Industry representatives or emergency response teams are on site to provide technical information and to participate in tactical operations. However, they will not take command of an incident.

6. Vehicle Staging

- 6.1 Vehicles should be spotted in accordance with the requirements of the Emergency Response Guide for the product carried in the pipeline.
- 6.2 In the event urgent transmissions are required they should be preceded with the following terminology:
 - a. Emergency Traffic: everyone stays off the radio. Someone has been injured or there is an immediate danger to members of the firefighting team.
 - b. Priority Traffic: communications of immediate tactical importance between sector officers and the IC.
 - c. The only vehicle to report "en route" to the dispatcher will be the first vehicle to leave the Fire Hall, normally Rescue One.
 - d. All other vehicles responding will report "en route" to the IC.
 - e. The only vehicle to report "on scene" to the dispatcher will be the first vehicle to arrive on scene, normally Rescue One.
 - f. All other vehicles responding will report "on scene" to the IC.

209. Anhydrous Ammonia Response

1. Scope

- 1.1 This guideline shall apply to all emergency situations involving anhydrous ammonia within the Lac La Biche County fire district. This guideline should be read in conjunction with Transport Canada's 2016 Emergency Response Guide.

2. Purpose

- 2.1 To develop a systematic, coordinated method of dealing with such incidents that will ensure the most effective and safe use of manpower and equipment.

3. Responsibilities

- 3.1 All Lac La Biche County Fire Rescue members must understand their responsibilities regarding anhydrous ammonia responses.
- 3.2 ICs will remain in command until relieved by higher authority.

4. General

- 4.1 All producers and transporters are required by law to have an Emergency Response Action Plan (ERAP). Each ERAP is registered either with the province or with CANUTEC in the case of an out of province carrier. The ERAP number is contained in the shipping documents.
- 4.2 The Technical Adviser:
 - a. is appointed by the producer or transporters involved;
 - b. reports to the scene and verifies the magnitude of the incident;

- c. source of technical expertise to the fire department; and
- d. sets up at or near the on-site command post.

4.3 If there is no fire involved, the IC should take initial action in accordance with the 2016 Emergency Response Guidebook Guide, Item #125, page 188, ID Number 1005, Table of Initial Isolation and Protective Action Distances.

4.4 If there is fire involved, the IC should take initial action in accordance with the 2016 Emergency Response Guidebook, Item #125.

5. Tactical Priorities

5.1 The tactical priorities at an anhydrous ammonia emergency are:

- a. provide for personnel safety;
- b. protect, remove and provide care for endangered employees/victims;
- c. stop the leak; and
- d. conserve property during and after leak control operations.

5.2 Because an Anhydrous Ammonia incident could be of long duration, the Captain must:

- a. request the attendance of the Deputy Fire Chief, District Fire Chief or Manager of Protective Services/Regional Fire Chief at the scene;
- b. set up:
 - (1) a hot zone to control entry into the affected area;
 - (2) staging and rehabilitation areas; and
 - (3) a command post and publicize its location.
- c. make contact with the Technical Adviser and determine what additional resources, if any, are required.

NOTE: Industry representatives or emergency response teams are on site to provide technical information and to participate in tactical operations. However, they will not take command of an incident.

210. Ice Rescue

1. Scope

1.1 This guideline shall apply to all emergency situations involving ice rescue within Lac La Biche County Fire District. This guideline should be read in conjunction with "Ice: The Winter Killer."

2. Purpose

2.1 To develop a systematic, coordinated method of dealing with such incidents that will ensure the most effective and safe use of manpower and equipment.

3. Responsibilities

3.1 Lac La Biche County Fire Rescue does not normally conduct ice rescue operations. However, they could be first in units when called to assist. Therefore, all members must be aware of the procedures to follow in conducting ice rescue.

3.2 Lac La Biche County Fire Services will only utilize the talk, throw and reach shore assisted options of ice rescue.

3.3 ICs will remain in command until relieved by higher authority.

4. Definitions

4.1 Personal Flotation Device (PFD): A lifejacket, vest or coat providing buoyancy.

4.2 Thermal protection buoyancy suits: Protect rescuers from drowning by keeping them afloat. The suits provide protection from hypothermia by conserving body heat.

5. Rescue Process

5.1 As for any emergency response, safety of the rescuer is of paramount importance.

5.2 Any ice rescue involves the same three elements, and the IC must repeat these elements until the victim is out of the water:

- a. recognize the danger of the situation;
- b. assess rescue options; and
- c. act to effect a rescue.

5.3 The ladder approach used in water rescue also applies to ice rescue. Normally only the first three rungs (talk, throw and reach) should be used by those untrained in ice rescue. They are also known as shore-assisted techniques, because these types of rescue are carried out from the shore. These techniques can be performed by one person and are simple, quick and usually safe for the rescuer.

6. Tactical Priorities

6.1 The IC should consider the following when conducting an ice rescue:

- a. rescuer safety is an ongoing concern;
- b. scan the scene for hazards that could be dangerous to rescuers or the victim and remove them if possible; and
- c. act as quickly as you can because the longer the victim is in the water, the lower their chances of survival.

6.2 Step-by-step rescue makes the rescue safer:

- a. Recognize the importance of an operational plan:
 - (1) What am I going to do?
 - (2) How am I going to do it?
 - (3) What is each person's role once on scene?
 - (4) Has the necessary equipment been pre-assembled and pre-rigged?
 - (5) Is everything ready to go?
- b. Assess the situation:
 - (1) How many people have fallen through?
 - (2) Where are they located?
 - (3) What is their condition?
 - (4) How long have they been in the water?
 - (5) Are they above the ice or below it?

- (6) What are the ice conditions?
- (7) How far out are they?
- (8) Do I need some other type of transport?
- c. Assess the victim's condition.
- d. Assess the help and equipment available:
 - (1) Is the right equipment available?
 - (2) Is the equipment in good condition?
 - (3) Do I know how to use it?
- e. Act while continually reassessing the situation.

7. Talk Rescue

- 7.1 This is the safest type of rescue and should always be the first choice for all rescuers:
- a. talk to the victim and encourage them to safety;
 - b. provide clear and simple instructions in a positive voice from a dry, safe location. Eye contact and positive encouragement can have immediate results on a victim at close range; and
 - c. help the victim to safety as soon as you can approach and remove wet clothing as soon as dry clothing and a warm environment are available.

8. Throw Rescue

- 8.1 This is the most often used technique in ice rescue. Suitable rescue throw items include a coiled rope that will float, rescue throw bag, ring buoy, large thermos, large lunch box or cooler or a large pop bottle. If a line is attached to the object, be sure to hold onto it when throwing and keep your centre of gravity low. Items to consider are:
- a. throw a buoyant assist to the victim from a dry, safe location;
 - b. use of a throwing device allows the rescuer to remain on solid ground and still reach the victim over a considerable distance;
 - c. try to assess the victim's ability to hold onto a throw device;
 - d. be careful not to hit the victim on the head when throwing the device;
 - e. wind makes it harder to throw with accuracy; and
 - f. encourage the victim verbally and direct him towards safety.

9. Reach Rescue

- 9.1 Reaching from shore is generally a low risk choice for all rescuers. However, at no time should an untrained rescuer venture onto the ice when using a reach. If someone has fallen through thin ice, the same thing may happen if a rescuer approaches the hole. Suitable assists are a piece of clothing, ice staff, pole, branch, rope, hockey stick, toboggan or a ladder. Buoyant objects are usually best because they help support the victims and you do not have to lift and pull. Items to consider are:
- a. from a dry safe location, reach with an assist to the victim and pull him to safety;
 - b. an assist may be buoyant or non-buoyant and may also be attached to a rope;
 - c. encourage the victim by talking in a positive voice; and

- d. keep your centre of gravity low and anchor yourself onto a solid object such as a tree root, ladder or dock with your free hand.

“Original Signed”
Chief Administrative Officer

March 7, 2018