

## **CRITICAL INCIDENT STRESS MANAGEMENT**

The procedure identifies the application of managing Critical Incidents.

### **BACKGROUND**

Case studies of major incidents where numerous injuries or fatalities occurred have revealed that significant numbers of emergency personnel experienced some form of stress-related symptoms following the incident. Many of these symptoms were transitory and most personnel had no long-term detrimental effects. These studies, however, have also revealed that a small percentage of personnel do experience some form of long-term detrimental effects resulting from exposure to such incident. Some of these effects have been delayed, surfacing later after a period of no apparent symptoms. Without professional intervention, these personnel have experienced declining work performance and deterioration of family relationships, as well as increased health problems. The objective of this procedure is to provide professional intervention (immediately) after major incidents to minimize stress-related injury to Fire Department personnel.

### **THE CRITICAL INCIDENT**

Fire Service response to incidents that expose personnel to unusually strong emotional involvement may qualify for "Critical Incident Debriefing". The following are examples of incidents that may be selected for debriefing:

1. Serious injury or death of a Fire Department member or other emergency personnel.
2. Mass Casualty Incidents.
3. Suicide of a Fire Department member.
4. Serious injury or death of a civilian resulting from Fire Department operations (i.e., auto accident, etc.).
5. Death of a child, or violence to a child.
6. Loss of life of a patient following extraordinary and prolonged expenditure of physical and emotional energy during rescue efforts by Fire Department personnel.
7. Incidents that attract extremely unusual or critical news media coverage.
8. Any incident that is charged with profound emotion.
9. An incident in which the circumstances were so unusual or the sights and sounds so distressing as to produce a high level of immediate or delayed emotional reaction.

### **ON-SITE MANAGEMENT**

Minimizing personnel exposure to these stressful incidents results in few stress-related problems. Command should reduce this exposure by rotating personnel and by removing initial personnel from the scene as soon as possible.

Any personnel directly involved in high-stress incidents (particularly examples 1 through 4 on previous page) should be considered as high priority for immediate removal from the scene. Relief from duty for these personnel may also be a consideration. Examples 1 through 4 should always be evaluated by behavioral health professionals to determine a need for early intervention and debriefing.

On-site evaluation and counseling by a debriefing team member or fire department Chaplain should also be considered for some critical incidents when time and circumstances permit. In such situations, debriefing team members can observe, watch for acute reactions, provide support, encouragement, and consultation, and be available to help resting personnel deal with stress reactions. Team members should be considered a resource available to command for assignment to the Rehab area.

### **ACTIVATION OF THE DEBRIEFING PROCESS**

Company Officers, Command Officers, and Debriefing Team members bear the responsibility for identifying/recognizing significant incidents that may qualify for debriefing. When an incident is identified as a "Critical Incident" (as described), a request for debriefing consideration should be made as soon as possible.

Any Command Officer may initiate the debriefing process. For serious events, this can be done from the scene by contacting the Fire Chief or the Office of the Fire Commissioner at 1-888-\*\*\*-\*\*\*\*. The debriefing team will then be contacted and the incident will be evaluated for the level of debriefing required. The specific debriefing services utilized will depend greatly upon how early the team is activated, and the nature of the incident.

Any member who feels a need for an individual, confidential, debriefing may initiate the process by contacting the Fire Chief or any fire department officer or Gord Favelle at the Office of the Fire Commissioner at 945-3322.

### **DEBRIEFING ATTENDANCE**

Attendance to a debriefing is **MANDATORY** for all personnel who were directly exposed to the traumatic aspects of an incident or otherwise identified as a person suffering symptoms. Exceptions may be granted following assessment by the debriefing team.

### **DEBRIEFING**

Critical Incident debriefing is not a critique of Fire Department operations at the incident. Performance issues will not be discussed during the debriefing. The debriefing process provides formats in which personnel can discuss their feelings and reactions and, thus, reduce the stress resulting from exposure to critical incidents. All debriefings will be strictly confidential.

Several types of debriefings may be conducted depending upon the circumstances of a particular incident. They may be conducted on an individual one-on-one basis or, more typically, in small groups of not more than 25 members. The following five types of debriefings, singularly or in combination, are most commonly utilized:

- On-Scene or Near-Scene Debriefing: (see "On-Site Management")
- Initial Defusing: Conducted shortly after the incident. Primarily informational. An update and status report on the incident and related injuries. A brief review of stress related symptoms will be provided by a professional counselor. More intense debriefing may be provided on an individual basis as requested by a crew member or as the need is observed by the debriefing team during the defusing meeting.
- Formal Debriefing Meetings: Conducted within 72 hours of incident. Confidential non-evaluative discussion of involvement, thoughts, and feelings resulting from the incident. Also, discussion of possible stress-related symptoms.
- Follow-Up Debriefing: Conducted weeks or months after incident, concerned with delayed or prolonged stress symptoms, may be done informally.
- Individual Consults: Available at any time, as needed. One-to-one counseling for any concerns related to the incident.

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**LOCATION**

Debriefings may be conducted anywhere that provides ample space, privacy, and freedom from distractions. Hospitals, municipal facilities or other meeting facilities, centrally located to the involved companies are worthy of consideration.

**THE DEBRIEFING TEAM**

The debriefing team will consist of professionals in stress-related counseling as well as Fire Department personnel. The Fire Department team member's role in the debriefing process will be to assist and support the professional counselors as necessary. Any follow-up care will be administered by the counseling group under contract with the Manitoba Health or the Office of the Fire Commissioner.

**RELIEVING PERSONNEL FROM DUTY**

Circumstances of a critical incident may result in a recommendation by the debriefing team that individuals or companies be taken out of service. Such decisions may allow crew(s) to determine for themselves when they are mentally and physically prepared to return to service. In other circumstances, the crew member(s) may decide that they cannot return to duty, or the professional counselor may recommend relief from duty for a specified amount of time. If this is the case, appropriate steps should be taken to notify the member's spouse, roommates, or family of his/her status, and to provide direction on how they can best assist the member through this difficult time. Under no circumstances is such action to be construed as a negative toward the member. Personnel taken out of service are to be viewed as, and are to be treated with the same consideration as an "Injured" Firefighter.

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## Standard Operating Procedure

### Introduction

Interior firefighting operations should be abandoned when the extent of the fire prohibits control or the structure becomes unsafe to operate within. When such a hazard exists, the primary concern is the safety of personnel. In an effort to protect personnel exposed to hazards such as structural collapse, back draft, explosion, etc. a structured method of evacuation which provides rapid, effective notification of those personnel involved, and a means of accounting for those personnel must be utilized.

Be aware that such conditions are present even in routine responses to everyday alarms and not only at escalated incidents.

To be effective it is essential that all personnel follow common guidelines and consider the overall operation as it pertains to the entire team functioning at the incident. Free-lancing and individual agendas serve only to create delays and compromise the ability of the Incident Commander to effectively manage the incident.

### Scope

When conditions exist that make a building untenable the Incident commander shall ensure the following takes place:

- Evacuate the building.
- Regroup into companies/units.
- Account for personnel.
- Recommunicate with all groups/sectors/divisions.
- Redeploys personnel appropriately.

The method of evacuation selected will vary depending on the following circumstances:

- Imminence of the hazard.
- Type and extent of the hazard.
- Area perceived to be affected by the hazard.

### “Emergency Traffic”

The “EMERGENCY TRAFFIC” announcement is designed to provide immediate notification for all fire ground personnel of a notable hazard that is about to occur or has occurred.

The use of the “EMERGENCY TRAFFIC” shall be initiated only when the hazard appears to be imminent. Any member has the authority to utilize the “EMERGENCY TRAFFIC” announcement when it is felt that a notable danger to personnel is apparent; however, considerable discretion should be applied to its use-emergency traffic announcements become ineffective

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Your call letters eg. "Engine 1, Engine 2, Fire attack group, etc." shall always precede the "EMERGENCY TRAFFIC" announcement. This activated the fleet net radio system to ensure complete message transmission and also permits the I/C to focus on the problem area, as he/she should know where that crew has been assigned.

### **Initiation**

When an imminent hazard has been identified, the "EMERGENCY TRAFFIC" process shall be initiated. A company officer or senior member will usually do initiation. The initiation shall describe briefly the apparent hazard and order a positive response, usually to evacuate a particular section or area, according to the scope of the hazard.

Eg. "FIRE ATTACK GROUP ENGINE 1, EMERGENCY TRAFFIC-EVACUATE, EMERGENCY TRAFFIC EVACUATE, ROOF SERIOUSLY WEAKENED EVACUATE THE BUILDING."

It is imperative that once "EMERGENCY TRAFFIC" has been initiated that only essential communications from the fire ground or the I/C be broadcasted over the radio.

The I/C will repeat the message over the radio channel and request confirmation of receipt of message from all apparatus units assigned to the incident. Poll each unit once and return to those units/personnel who have not acknowledged.

On scene apparatus with operators will immediately following communications announcement turn on all apparatus warning lights, and sound sirens and/or air horns in the following manner:

- Sirens/Air horns-3 distinct three second soundings separated by a three second interval.

Pump operators will pulse all hose lines in the following manner:

- Reduce flow to lines three times for three seconds separated by a three second interval.

### **Company Actions**

Upon receipt of the "EMERGENCY TRAFFIC" order, company officers/senior members shall assemble their crews and promptly exit to a safe place, where the company officer/senior member will again account for all crewmembers. In the event a company has become separated, those members not with the Officer/senior member shall report to the nearest ranking officer, informing him/her of their status.

Following a reasonable time period to permit egress from the building/area, the I/C shall poll all companies/personnel to account for all members at the scene.

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When all affected crews and crewmembers are accounted for and safely outside the building or hazard area, the evacuation process is complete. At this time a more specific identification of the hazard extent can be made and crews redeployed as required.

### **Background**

Firefighting is inherently a dangerous event that may lead firefighters to be injured while performing their duties. Exposures to fire particulates are also a concern to members. It is important that the fire service document and track all events that have lead to injury of a firefighter or exposed firefighters to certain products that may cause illness in the future. In an attempt to record these events to protect firefighters from future concerns, the following procedure shall be followed.

### **Scope**

Any firefighter that has been or believes has been injured or adversely affected by exposure to any substance in the course of their duties shall:

Immediately report the injury or exposure to the incident commander or fire service officer.

1. The officer shall in consultation with the affected firefighter and other responsible person determine if and what medical intervention is required.
2. A firefighter injured while on duty will not be allowed to participate in any activity until a qualified Emergency Medical Response Technician or equivalent has completed a proper and thorough medical assessment.
3. All injuries and exposures will be documented on a "Report of Injury or Illness" as soon as practical.
4. This report shall be forwarded to the Fire Chief and Safety Officer.

If the severity of the event requires advanced medical aid, the officer shall immediately notify the incident commander.

The Fire Chief shall task the Safety Officer to conduct a full and accurate investigation of the incident.



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## **Introduction**

This fire department has historically allowed fire fighters to ride standing and/or sitting on the deck and tank of apparatus used for fire suppression at grass/wild-land fires. Fire fighters have at times stood or sat on the back of the apparatus using the hose reel, while the truck operator slowly drove parallel to the fire line.

In 2003 the department learned of impending changes to the Workplace, Safety & Health Act W210. Some of these changes will reflect on the above noted suppression operation.

## **Scope**

In an attempt to become proactive and compliant with the legislative change, this department is installing seating and securement belt on the exterior of the apparatus used for grass/wild-land fires.

For the purpose of this Safety Policy, the seating installed on the exterior of the grass truck will be referred to as the "JUMP SEAT."

Member fire fighters sitting in the "Jump Seats" not wearing the securement belts as required, may be placed at one or more of the following risks:

- 1- Falls from the vehicle due to excessive speed.
- 2- Falls from the vehicle due to uneven terrain.
- 3- Injury due to poor or lack of communications with the truck operator.

Any or all of these conditions may result in a range of injuries from minor medical aid to severe lost time, including fatalities.

**THEREFORE-OFFICER OF THE SFRS SHALL NOT ALLOW NOR SHALL ANY MEMBER FIREFIGHTER RIDE ON THE EXTERIOR OF ANY FIRE APPARATUS WITH THE EXCEPTION OF THE FOLLOWING.**

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- Apparatus equipped with passenger seating on its exterior **WILL** be provided with securement in the form of seat belts for the use by occupants.
- All occupants of the exterior seating, shall at all times while the truck is in motion be secured by the seat belt provided.
- No occupant of the seat shall mount or dismount until the vehicle has come to a complete stop and the occupant has notified the driver of his/her intention to do so.
- No firefighter or any other persons shall be allowed to occupy the exterior passenger seating unless specifically authorized to do so by the ranking officer, firefighter or incident commander.
- No firefighter shall occupy the exterior seating unless the vehicle operator is specifically informed of the seat occupation and constant effective verbal communication is available between the seat occupant and the vehicle operator.
- The operator of the vehicle shall have authority to require the seat occupant to vacate the seat at any time at his/her discretion.
- The operator of the vehicle shall ensure the seat is vacant before travelling over any slope exceeding ten degrees from the horizontal.
- Neither the seat nor the exterior of any apparatus shall be occupied while the vehicle is in motion on any provincial or municipal road or highway unless specifically authorized by the Chief Officer of the Springfield Fire and Rescue Service.

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**Introduction**

Historically this fire service has allowed member firefighters to not wear all required P.P.E. and clothing, or allowed it to be worn improperly. Member firefighters have been observed in the past partially clothed in turn out gear, not wearing head protection and in some cases not wearing any approved protective clothing or P.P.E.

**Possible effects of existing conditions:** Member fire fighters not wearing all articles of clothing where required, may be placed in potentially harmful situations due to the nature of the work to be done. Harmful effects include but not limited to: heat related injuries, head trauma due to falling objects, cuts and lacerations as well as foot injuries. Any an all of these conditions may result in a range of injuries from minor medical aid to severe lost time including fatalities.

**Scope and Limitations:** This Safety Policy is limited to acceptable protective clothing including hard-hat, balaclava, turnout coat, bunker pants, boots and gloves/mitts. This policy is limited to emergency response and functional training for structural fire, motor vehicle collisions, hazardous material response, and rescue. Not included in this document are clothing requirements for field and /or wild land fire.

**Operations within the hot-zone:**

While member firefighters are in operations within the area designated by the Incident Commander as the "Hot Zone". Full turn out clothing including helmet,

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balaclava, turn out pants/jacket, gloves and boots ***WILL*** be worn and secured by the supplied closures.

**Operations within the cold zone:**

While member fire fighters are operational within the area designated by the incident commander as the "cold zone". Restrictions on the use of personal protective equipment specified in the previous section of this safety policy may be relaxed as the incident situation dictates. The decision to relax the requirements may only be made by the Officer in control of the cold zone. This officer must inform the Incident Commander of this decision.

All member fire fighters within the cold zone must at all times have all required personal protective equipment readily available for use and must be within close proximity to the fire fighters.

**Operations with the Rehabilitation Area:**

While member fire fighters are within the rehabilitation area this safety policy will not apply.

**Coveralls:**

It is acceptable for coveralls to be worn underneath the regular firefighter gear for all responses other than those calls reported as being a wild-land fires. Protective coveralls will be required along with helmet and hand protection for wild-land fire responses. That is not to say that any member may elect to wear other firefighting gear assigned to him/her during a wild-land fire response. Members are reminded that a response to wild-land fire has on occasion developed into a structure fire at which time regular firefighting gear would be required. Members

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who respond to wild-land fires should carry on the apparatus their regular firefighting gear so as to be prepared for a fire, which has entered into a structure or in the event that a separate call for a structure fire is received during or after the wild-land fire.

Fire fighters will be required to wear regular firefighting gear for all motor vehicle collisions and will await instructions from the Incident Commander to dress down into a coverall when practical.

## **Introduction**

Springfield Fire and Rescue has obtained for the use in fire suppression and rescue operation a six-wheel drive off road all terrain vehicle and transportation trailer.

The intent of this vehicle is to enable member fire fighters in the employ of this department to gain access to areas formerly inaccessible to water supply and ease transfer of fire fighters and equipment.

This equipment shall be referred to as a Quad and trailer.

## **Scope and limitations**

Improper use of this equipment may cause fire fighters and/or other persons to be placed at risk of injury or death. Therefore the following operating procedures shall be complied with by all officers and member firefighters employed by this department.

- Only those persons employed by the Springfield Fire and Rescue Service shall at any time ride or are on any part of the Quad/trailer assembly, unless specifically allowed by the Chief Officer or his designate.
- No Firefighter or other person shall be allowed to operate the Quad unless specifically trained to do so.
- No firefighter or other person shall operate the Quad other than for firefighting or rescue purpose unless specifically allowed by the Chief Officer or his designate.
- Only the designated Quad operator shall be on any part of the Quad while the Quad is in motion or the Quad motor is running.
- The Quad operator shall be provided with and shall wear all required personal protective equipment designated for the safe operation of this equipment by the chief officer or his designate while the Quad is in motion. This shall include approved head protection.
- The Quad is primarily designated for off roadwork, however it is recognized that on occasion the Quad operator will be required to cross or drive on provincial and municipal roadways. In this event the operator must comply with all relevant provincial legislation.

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- Infractions of this requirements, horseplay, or unsafe operation of this equipment may result in suspension of operation privileges of this equipment.

It is recognized that during the performance of work member firefighters will ride in the trailer portion while the Quad is towing the trailer. This shall only be allowed in the following circumstance.

- Only member fire fighters employed by Springfield Fire and Rescue Service shall be allowed to ride or be in the trailer portion of the Quad/trailer unless allowed by the Chief Officer or his designate.
- The operator of the Quad shall have the authority to require persons riding to vacate the trailer at his/her discretion.
- The operator of the Quad shall ensure no persons occupy the trailer while traveling on any slope exceeding ten degrees from the vertical.
- No member firefighter shall occupy the trailer for transport until the Quad operator is notified.
- No member fire fighter or other persons shall mount or dismount from the trailer until it has come to a complete stop and the Quad Operator is informed of the intention.
- No member firefighters or other persons shall occupy the trailer for transport on any Provincial or municipal roadway unless allowed by the Chief Officer or his designate.
- The Quad operator shall not exceed a speed of twenty (20) Kilometers per hour while the trailer is occupied.

The Quad/trailer is located and stored at Station #2 (Anola). Transportation of the Quad on the trailer roadways shall only be done with vehicles registered as owned by the Rural Municipality of Springfield, unless authorized by the Chief Officer of this department or his designate. All vehicles used for this type of transport shall be equipped so as to conform to requirements of the Manitoba Traffic Act.



## **Introduction**

The inherent hazards of emergency mitigation faced by members of the fire service require that all firefighters understand the importance of self contained breathing apparatus (SCBA) protocols and adhere faithfully to the protocols to better protect themselves, their co-workers and the public.

## **Scope**

This policy establishes the minimum acceptable criteria for response and functioning in areas of atmospheric contamination or potential contamination. All personnel shall be provided with and trained in the use and maintenance of SCBA. The intent of the SCBA policy is to avoid any respiratory contact with products of combustion, superheated gases, toxic products or other hazardous contaminants.

Members shall achieve a non-leaking face piece to skin seal with the mask. Facial hair shall not be allowed at points where the SCBA face piece is designed to seal with the face. Individual members shall be accountable for compliance with this requirement.

## **Use of SCBA**

The use of breathing apparatus means that all personnel shall have face piece in place and be breathing air from the supply provided.

S.C.B.A **will always** be used by all personnel operating:

- In an active fire area.
- Directly above an active fire area.
- In a potential explosion or fire area, including gas leaks and fuel spills.

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- Where products of combustion are visible in the atmosphere, including vehicle fire and refuse container fires.
- Where invisible contaminants are suspected to be present, or may be released without warning. (Carbon Monoxide.)
- In any confined space, which has not been tested to establish respiratory safety.

Personnel using SCBA shall do so in intact company units or in pairs. At no time should an individual using SCBA be alone in a contaminated atmosphere.

### **Removal of SCBA**

Premature removal of SCBA must be avoided at all times. This is particularly important during overhaul when smoldering material may produce increased quantities of carbon monoxide and other toxic products. SCBA must be used or the atmosphere changed.

Based on an evaluation of conditions and with the approval of the Incident Commander and or Safety Officer, SCBA may be removed. Prior to such removal fire area shall be thoroughly ventilated and, where necessary continuous ventilation shall be provided. If there is any doubt about respiratory safety, SCBA use shall be maintained until the atmosphere is established to be safe by testing.

### **SCBA Proficiency**

Officers of the Fire/Rescue Service shall evaluate members, including other officers of the service to ensure skills are maintained in the donning/doffing and maintenance of SCBA. This shall be done at least on a bi annual basis. Each member shall demonstrate a high level of proficiency and compatibility with the SCBA under conditions, which simulate those expected as a job requirement. Each member shall also demonstrate an effective face piece to skin seal of the SCBA.

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**SCOPE**

A comprehensive Infections control policy is needed to prevent transmission of infectious diseases to member of the Springfield Fire & Rescue Service, their families and the individuals they care for.

This mission can only be successful if all members are educated and aware of all the components of the system. All members must be continually vigilant and adhere to the policy at all times in order to secure their safety and the safety of the public.

**OBJECTIVE**

The Springfield Fire & Rescue Service shall:

- Provide education to its members on this policy and infection control tactics
- Provide access to Hepatitis A/B vaccinations on a voluntary basis
- Provide necessary Personal Protective Equipment and a system for waste disposal
- Make all efforts to ensure proper notification and follow-up in any cases of suspected exposure
- Assign the Safety Officer the duties of Infections Control Officer to administer the policy

Members of the Springfield Fire & Rescue Service shall:

- Maintain up to date immunizations
- Use all PPE as mandated in this policy
- Report any suspected exposure as soon as possible to the Safety Officer or any Officer of the service
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**STATIONS**

All stations of the SFRS will:

- Designate an area for decontamination and disinfection
- (See Stainless Steel Sink SOP)
- Designate areas for waste storage
- Ensure all decontamination and storage areas are marked with Biohazard signage under WHMIS
- Be supplied with all necessary chemicals and cleaning agents
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**APPARATUS SUPPLIES**

Latex medical gloves

Antiseptic alcohol hand cleanser (>60% alcohol)

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Disposable surgical/procedure masks for droplet/spray protection

Eye goggles and/or face shields

Waterproof bags/containers for waste

Waterproof bags for contaminated member PPE/clothing

### **INFECTIONS CONTROL PRACTICES**

**The routine practices described in this policy should be used for all patient contact! All body fluids should be treated as infectious!**

#### **HAND HYGIENE**

Washed after all patient contact with soap and water or antiseptic solution

In the case of severe soiling, wash with soap and water and then use antiseptic solution

**Gloves must be worn for all patient contact where the potential exists for contact with any body fluids! (ALL TRAUMA CASES)**

Gloves should be checked for any tears once applied

*Gloves must be replaced ASAP after contact or damage!*

Disposable gloves should be worn under turnout gloves for extrication operations

**Do not enter into or touch any part of any apparatus, personal property or personal bodily area (ex. Nose, mouth, eyes, etc) with gloves on!**

#### **FACE PROTECTION**

Face protection consisting of both a facemask and eye protection should be worn when any potential exists for splash contact with the face or in the case of possible respiratory infections.

#### **AT THE INCIDENT**

Assess to determine appropriate PPE

Remember that all fluids are potentially infectious

Minimize the number of responders attending the patient if possible to limit contact

**No eating, drinking, smoking, lip balm usage etc. during the response until after appropriate decontamination**

Any handling of the deceased should utilize all the same practices as for live patients

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**Disposable bag valve masks must be used for any CPR** (mouth-to-mouth rescue breathing is strongly discouraged at any time)

**SHARPS CONTROL**

No formal program of sharps control will be included at this time, as members of the service do not currently utilize any medical skills where sharps are required. When working with EMS personnel members should only assist and follow that services protocol as required.

**POST RESPONSE**

Dispose of all disposable PPE (gloves, face shields etc.) and disposable waste in marked containers on apparatus

The apparatus waste container must be emptied into the station waste container upon return to station

Disinfect all reusable equipment with commercial supplied germicide

Backboards etc. washed with hot soapy water, rinsed with clean water, disinfected with disinfectant and air-dried

Delicate equipment sprayed/wiped with disinfectant and air dried

**CLOTHING**

Contaminated boots/shoes should be scrubbed with hot soapy water, rinsed clean and air dried

Contaminated clothing should be removed ASAP and exchanged for clean clothing or coveralls

The contaminated clothing should be bagged on scene if at all possible and laundered at the station using hot water (min. 71 degree C) and the appropriate provided detergent and disinfectants

*Barrier protection must be used during cleaning or decontamination*

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**APPARATUS**

Clean apparatus interior thoroughly after any exposure to bodily fluids using disposable rags/sponges and disinfectant solution while wearing PPE (dispose of cleaning equipment and PPE as per disposal protocol)

**DECONTAMINATION AREA**

For specific information on the decon area including cleaning methods, tools, location and chemicals see the Stainless Steel Sink/Decon Area SOP.

**POST EXPOSURE PROTOCOL**

Immediately administer appropriate first aid

Remove blood contaminated clothing et al, clean the area with soap/water or antiseptic wash

In the case of mouth or eye exposure rinse with copious amounts of water

Report the exposure and type of exposure as per REPORTING PROCEDURE to follow

In the case of any serious exposure, seek medical treatment and advice ASAP (local physician, ER, public health office) and advise them to refer to the *Manitoba Health, Public Health Branch, And Integrated Post Exposure Protocol*

**REPORTING PROCEDURE**

Report any exposure or suspected exposure to the Infections Control Officer (Safety Officer) or any Officer Immediately

, They will in turn notify the Incident Commander ASAP

Complete an exposure report form

The IC shall include the report of exposure in the Incident Report and notify the Fire Chief

The Infections Control Officer shall maintain **confidential** records of all exposure reports and members medical data as it relates to possible exposure

The service shall notify members of any possible exposures as soon as possible when such information becomes available.

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## **Introduction**

With the installation of a proper stainless steel three tub sink in the Oakbank Fire station and based on the fact that this sink will be used by both the fire and medical services, it was imperative that a policy for the use of this sink be written following standard and accepted practices. This is a safety issue for both the fire fighter and patients of the medical service. It is intended to insure that no one should be concerned about contacting any work related disease after using the sink. Failure to implement proper cleaning and sterilization of the sink after each use could result in disciplinary actions with termination of privileges in the fire station to dismissal from employment. Allowing for a cross contamination from blood born pathogens or fire carcinogens that will cause serious illness or death will not be tolerated.

## **Scope**

Fire and NEHA personnel after each use will clean the sink(s) that were used in the following manner. On completion of the cleaning process the sinks will be disinfected with a water/bleach solution listed below. This procedure will include not only the stainless steel sink but the plastic corner sink that has one specific use only. (Refer to its specific use below.)

He/she must follow any and all the procedures for:

- The disposing of dirty water from mop pails and other waste water
- The use of personal protective equipment
- The cleaning of body fluid contaminated equipment
- The cleaning of equipment contaminated by carcinogens
- The cleaning and decontamination of the sinks



## **PROCEDURE**

The following steps must be followed to prevent the spread of diseases and serious illness.

1. Don the PPE (personal protective equipment) eye protection, gloves, apron, gown etc.
2. Use caution when you wash, clean and decontaminate your equipment, as to not cause excessive splashing.
3. Clean your equipment as per your cleaning procedure.
4. Drain the water from the sinks. Rinse the sinks with hot water and ensure there are no signs of contamination. IE, body fluids, products of combustion, dirt, sand, etc.
5. Wash the sinks with a 10:1 ratio water to bleach solution. Ensure you wash the entire area, back splash, the inside and outside of the sinks.
6. Ensure all the water is removed from the bottom of the sinks, as it tends to pool. Use a clean towel or cloth can do this. If the towel or cloth is washable place it in the blue laundry can.
7. Mop the floor around the sink area using a 10:1 ratio water to bleach solution.
8. Dispose the water from the mop pail into the plastic sink in the corner.
9. Clean the plastic sink in the same manner as above in steps 5 and 6.
10. Spray the sinks with a 10:1 ratio water to bleach solution. Let the sinks air-dry. The spray bottles are on the shelf next to the sink.

## **Introduction**

The purpose of this SOP is to describe the requirements for supervising less experienced personnel at working incidents.

## **Officers/Senior Members**

The integral part of safe operations at an incident site is that the fire company functions as a team and is supervised by the company officer/senior member. The company officer/senior member is responsible for the supervision and welfare of all personnel in his/her company and other fire fighters assigned to his/her supervision at an incident.

It is important to recognize that fire fighters will gain "experience" at different rates. Experience levels will depend upon time on the job, number, type and intensity of past incidents; and the type and quality of supervision and training that the firefighter gains.

With the arrival of a new or less experienced fire fighter to the service, the company officer and all members of the service assume a special responsibility toward the new fire fighter until he/she obtains training and experience.

## **Experience**

For the purpose of this procedure, a "less experienced" fire fighter is defined as:

- a. A probationary firefighter.
- b. Any member with less than two years total experience assigned to fire fighting duties.

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It should be noted that just because a fire fighter has more than two years fire fighting experience, does not necessarily qualify that individual as experienced. Some fire fighters may still require direct supervision.

### **Direct Supervision**

Those fire fighters determined to be inexperienced **will be directly supervised** by the company officer or fire fighter deemed more experienced.

Direct supervision will be required at the moment the fire fighter enters an area that subjects the fire fighter to potential injury or death.

Examples:

- a. Entering a building involved with smoke or fire.
- b. Approaching a potential collapse area.
- c. Potential explosion or flash fire.
- d. Entering an area where hazard line tape is present.
- e. Approaching any other area that could cause injury or death to the fire fighters.

It should be noted that all personnel at an incident will be supervised by and accountable to a company officer/senior member (group leader) and the Incident Commander.

## Springfield Fire & Rescue Service Standard Operating Procedure

### Background

The Springfield Fire and Rescue Service strives to meet or exceed the professional standards of the International Fire Service Accreditation Congress criteria. We also strive to reflect such an image in public when doing such things as public education, inspections and other items associated within our community. Most members of the service have been outfitted with a department uniform shirt, pant and coverall. Although the department would prefer to see that all members have a department uniform, some members who are not active in activities outside of emergency responses have elected not to receive a uniform.

### Scope:

Members of the fire service who are engaged in department activity such as fire inspections, public education, fund raising and community events will be expected to wear their department uniform. It would be appropriate for members in department uniform to wear corresponding black trouser belt, black shoes and socks as well as the issued nametag. The department uniform is complete and should be worn as such. A department shirt with a pair of blue jeans for example is unacceptable. Under no circumstances will a department uniform be worn when attending to locations that are serving alcoholic beverages unless the member is attending on department business as ordered by the Fire Chief.

Coveralls may be worn alone in circumstances involving wild land firefighting only. It is acceptable to wear station coverall underneath turnout gear when responding to other incidents other than wild land fires. The incident commander and at the recommendation of the safety officer may deem it appropriate to remove full turnout after hazards at an incident have been controlled.

### Employment Termination:

The fire department uniform, coverall and turn out gear except for rubber boots that has not been paid for by the department are the property of the Springfield Fire and Rescue Service. In the event that an employee is terminated or resigns from his/her position, all protective and other clothing will be returned to the Fire Chief and or Deputy Fire Chief of their respective station.

The Fire Chief will consider and negotiate a price where a member may buy his uniform from the department.

Uniforms/Coveralls

## Springfield Fire & Rescue Service Standard Operating Procedure

Shoulder flashes are available to purchase by members of the department for the cost of construction.

Uniforms/Coveralls