



# Town of Vegreville Fire Department Standard Operating Guideline



**SUBJECT: Minimum Department Standards**

**SOG#600.03**

FIRE CHIEF APPROVAL: Jerrold Lemko

Initiated: August 1, 2007

## **I. Scope:**

This standard establishes minimum standards of performance for the department. It was created to maintain the proficiency of the department by establishing a program for the evaluation of skill levels.

## **II. General**

This standard establishes a series of evolutions that the department will be evaluated on. These evolutions simulate tasks commonly performed during routine incidents. Members are encouraged to complete the evolutions in the allotted time frames.

## **III. Responsibilities**

- A. Crew Officers: Each crew officer shall train with his respective crew on a weekly basis. The officer is responsible for the performance levels of his assigned crew.
- B. Deputy Fire Chief: The deputy chief shall evaluate each crew on the minimum department standards as he sees necessary and shall forward the results of the evaluations to the Fire Chief. The deputy chief shall assist any crew whose performance is below standard and shall schedule reevaluation as necessary.
- C. Training Officer: The training officer shall assist crews in maintaining proficiency in basic fire and rescue skills and will provide training aids and materials available as well as technical assistance.
- D. Fire Chief: The chief shall require all crews to be evaluated on an annual basis or as he deems necessary.

#### **IV. Evaluation Process**

- A. Department evaluations are based on performance and time standards for each evolution.
1. The department has established a maximum time limit to properly complete each evolution.
  2. Performance is measured by observing the correct procedures and techniques established by the department.
  3. Safety in all phases of an evolution is a prime consideration and shall not be compromised for speed.
  4. If possible, the evolution will take place at a site selected to simulate realistic fireground conditions.
  5. The evolutions will simulate actual emergency situations. This means that department members will wear full protective clothing. If required, SCBA will also be worn.
- B. Members that do not successfully complete an evolution will be retested. If the member fails the retest, a reevaluation of the member's duties may have to be completed.

#### **V. EMS Evolutions**

The following two evolutions shall only evaluate members who have the training to complete these evolutions. For both EMS evolutions, body substance isolation procedures will be followed (i.e. gloves, proper PPE, etc).

##### **Evolution: EMS #1 – Trauma/Medical Patient Survey**

Time Standard: Ten Minutes

Personnel Required: Minimum of two personnel

##### **Procedure:**

1. Establish level of consciousness.
2. Establish airway (consider injury to C-spine).
3. Check breathing rate (apply Oxygen).
4. Check circulation (Pulse).
5. Perform primary survey (checking for any deficiencies).
6. Correct deficiencies in a timely manner (bleeding, stabilize fractures, etc.).
7. Perform SAMPLE history
  - i. Signs and Symptoms.
  - ii. Allergies
  - iii. Medications

- iv. Past Medical History
  - v. Last Oral Intake
  - vi. Events leading up to.
8. Check vitals (Respirations, pulse, blood pressure, skin condition, etc).
  9. Immobilize patient on backboard if spinal injury suspected.
  10. Complete secondary survey.
  11. Give accurate report to arriving ambulance personnel.

**Evolution: EMS #2 – CPR**

Time Standard: Five minutes.

Personnel Required: Minimum of two personnel.

**Procedure:**

1. Establish level of consciousness.
2. Establish airway (consider injury to C-spine)
3. Deliver two breaths with bag-valve mask.
4. Deliver compressions as per protocol.
5. If accessible, set up the Automatic External Defibrillator.
6. Deliver required defibrillations as per protocol.
7. Reassess
8. Continue CPR until physically unable or relieved by qualified personnel.
9. Give accurate report to ambulance personnel.

**VI. Fire Evolutions**

The following ten evolutions shall only evaluate members who have the training to complete these evolutions. For all evolutions full PPE shall be worn.

**Evolution: Fire #1 – Use of SCBA**

Time Standard: One minute

Personnel Required: 3 to 4 personnel

**Procedure:**

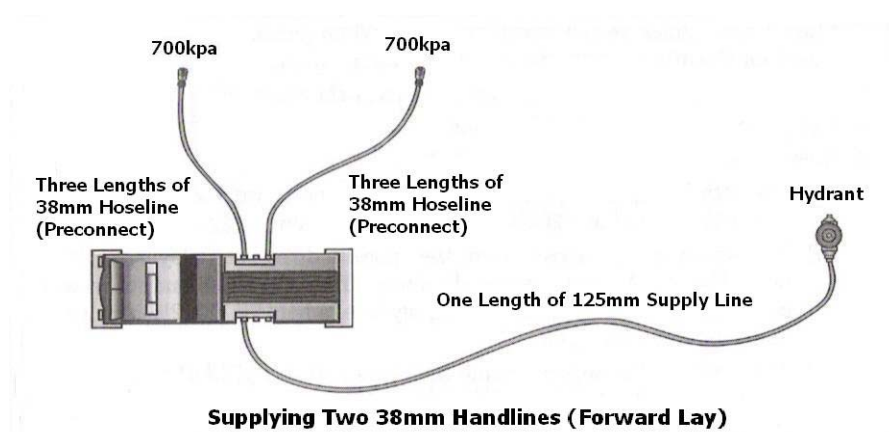
1. Position SCBA in front of personnel (ensuring straps are zeroed and tanks are full).
2. Time will start when evaluator says “GO”.
3. Don SCBA as per protocols.
4. Time will stop when the basics have been completed. This means:

- a. The SCBA is operating.
  - b. The waist belt is fastened.
  - c. The face piece is sealed and checked.
  - d. The protective hood is on and no skin is exposed.
  - e. Gloves are put on.
5. Time will stop when the member checks his shoulder air gauge.
  6. Failure to properly complete any of these 5 steps will result in failure of this evaluation.
  7. This evolution does *NOT* replace other SCBA training drills throughout the year.

### **Evolution: Fire #2 – Supplying Two 38mm Handlines (Forward Lay)**

Time Standard: Five Minutes

Personnel Required: One Engine Crew (minimum 4, maximum 6)



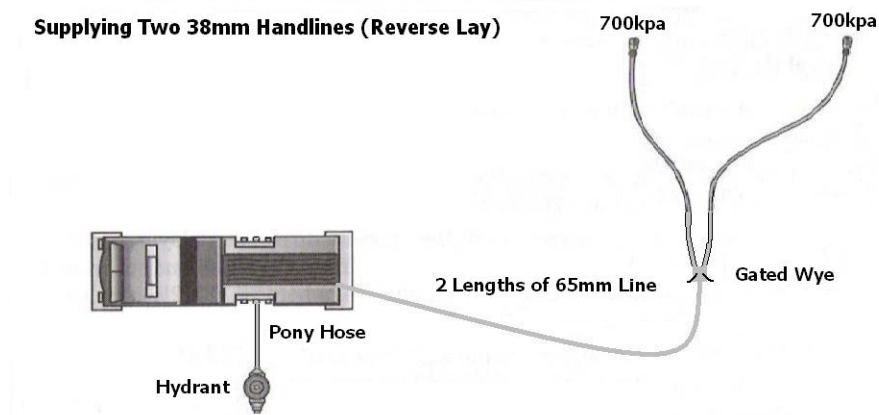
#### **Procedure:**

1. Stage the engine behind the hydrant, off the road. When personnel are ready, give the signal for the engine to proceed to the hydrant.
2. Time starts when the engine stops at the hydrant.
3. Steps of operation:
  - a. Forward lay a single length of 125mm supply line from the hydrant to the engine.
  - b. Advance both 38mm preconnects out one side of the engine (does not matter which side).
  - c. Flow 700kpa at each nozzle.
4. Time stops when both lines are supplied properly.

### **Evolution: Fire #3 – Supplying Two 38mm Handlines (Reverse Lay)**

Time Standard: Five Minutes

Personnel Required: One Engine Crew (minimum 4, maximum 6)



#### **Procedure:**

1. When personnel are ready, give the signal for the engine to proceed to the simulated scene.
2. Time starts when the engine stops to unload the handlines.
3. Steps of operation:
  - a. Once handlines with the gated wye are unloaded, the engine proceeds to the hydrant to connect the pony hose to the engine.
  - b. Both 38mm handlines are spread out to one side.
  - c. Flow 700kpa at both nozzles.
4. Time stops when both lines are supplied properly.

### **Evolution: Fire #4 – Knots and Hitches**

Time Standard: None. Pass or Fail

Personnel Required: Each member shall demonstrate competence.

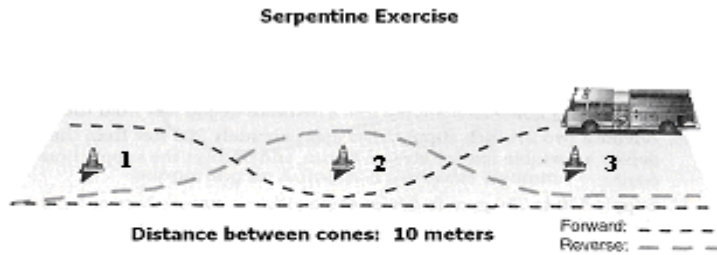
#### **Procedure:**

1. All members assigned to respond to emergency incidents shall be able to demonstrate the ability to tie a minimum of 4 standard knots and hitches.
2. Possible knots and hitches:
  - a. Bowline
  - b. Bowline on a bight
  - c. Clove Hitch
  - d. Figure Eight
  - e. Half Hitch
  - f. Square knot

## **Evolution: Driver #1 – Serpentine Exercise**

Time Standard: None. Pass or Fail.

Equipment Required: One apparatus, 3 traffic cones



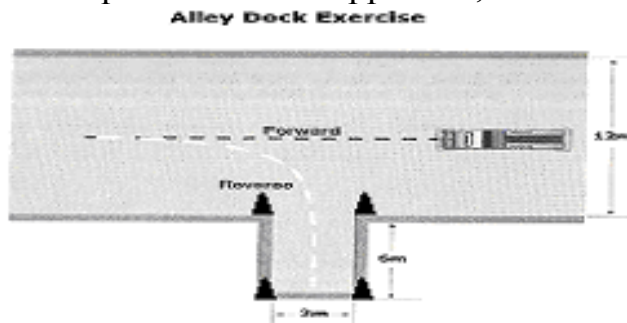
### **Procedure:**


1. Drive the Apparatus in a straight line along the left side of the traffic cones stopping just beyond the last one.
2. Back the apparatus between the cones by passing to the left of number #1, to the right of number #2 and to the left of number #3.
3. Stop the vehicle and drive it forward between the cones by passing to the right of number #3, to the left of number #2 and to the right of number #1.
4. Running over or moving of any of the traffic cones will result in a failure of the evolution.

## **Evolution: Driver #2 – Alley Dock Exercise**

Time Standard: None. Pass or Fail

Equipment Required: One apparatus, traffic cones.



 - Cone

Procedure:

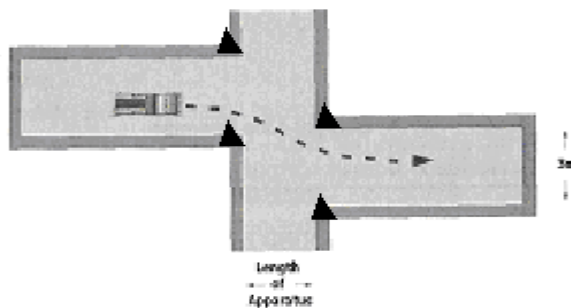
1. Drive past the road cones with the dock to the left of the apparatus.
2. Back into the stall by making a left turn.
3. Running over or moving any cones will result in a failure of the evolution.

**Evolution: Driver #3 – Opposite Alley Exercise**

Time Standard: None. Pass or Fail

Equipment Required: One apparatus, traffic cones.

Opposite Alley Exercise



▲ - Cone

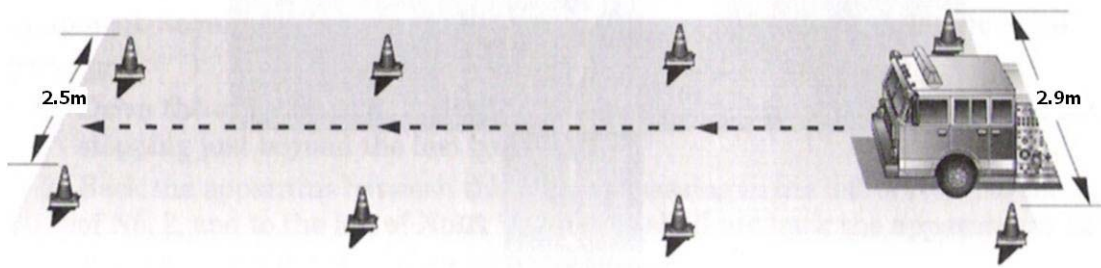
Procedure:

1. Traveling at a safe and moderate speed, the driver will move forward and steer the apparatus in a straight line into the opposite alley as indicated in the diagram above.
2. The driver shall not stop or back up the apparatus during the maneuver. Running over or moving any cones will result in failure of the evolution.

**Evolution: Driver #4 – Diminishing Clearance Exercise**

Time Standard: None. Pass or Fail

Equipment Required: One apparatus, traffic cones.



### **Diminishing Clearance Exercise**

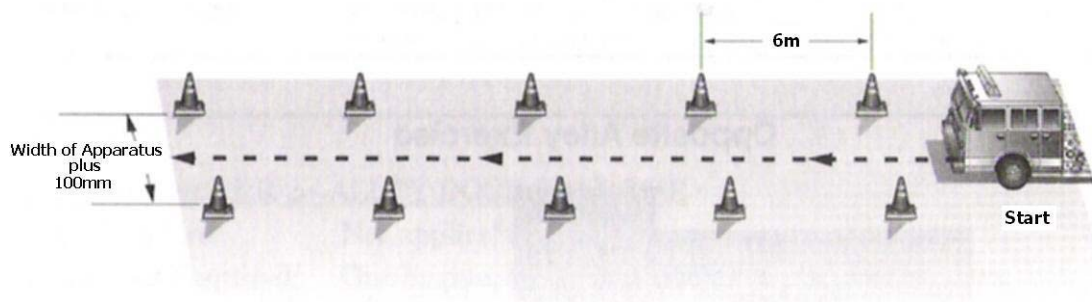
#### Procedure:

1. At a safe but accelerating speed, the driver shall move forward through the course without hitting any of the traffic cones.
2. The driver will stop 15m past the last traffic cone with the front bumper on the finish line.
3. Hitting a traffic cone, or stopping with the front bumper past the finish line, will result in failure of the evolution.

#### **Evolution: Driver #5 – Straight Line Exercise**

Time Standard: None. Pass or Fail

Equipment Required: One apparatus, traffic cones.



### **Straight Line Exercise**

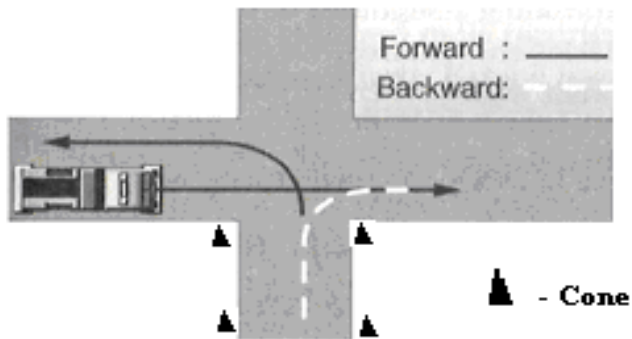
#### Procedure:

1. The driver shall proceed through the course, as indicated in the diagram above.
2. The driver shall maintain a safe, moderate speed.
3. Running over or hitting a traffic cone results in a failure of the evolution.

## **Evolution: Driver #6 – Turning Around Exercise**

Time Standard: None. Pass or Fail

Equipment Required: One apparatus, traffic cones.



**Turn Around Exercise**

### **Procedure:**

1. The driver shall proceed through the course, as indicated in the diagram above.
2. The driver shall begin from the start/finish and proceed past the approach. The driver shall then back into the approach in a safe manner. The driver shall then proceed in the opposite direction, toward the start/finish.
3. Hitting or moving a traffic cone will result in failure of the evolution.