

HALIFAX FIRE DEPARTMENT R&R ARTICLE 15	PERSONNEL RESPONSE GUIDELINES AND RESPONSIBILITIES
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1. Responses to reported emergency incidents shall be made instantly irrespective of any other situations. The only deviation will be if there are simultaneous incidents.
2. The first Officer at an emergency shall assume full control and command until the arrival of a superior in rank who shall be informed of all conditions pertaining to the incident, and who may at their discretion, assume full control and command of the incident.
3. The orders of the Officer in command shall be obeyed by all members present at an incident or on duty connected therewith.
4. All companies and personnel shall respond to emergencies and alarms in accordance with normal running assignments as issued by the Chief, unless otherwise directed by the dispatcher.
5. Speed and mode of response of apparatus must be consistent with safety, good judgment, department policies and traffic conditions.
6. When backing apparatus, a member of the department (when available) shall be stationed at the rear of the apparatus to direct its movements, and the operators shall obey the instruction given.
7. The Officer in command of apparatus responding to an incident shall, when interfered with by any person operating a motor vehicle contrary to law, take the plate number of such vehicle, the location and other relevant facts. The Officer shall then notify the Chief of any particulars of the incident.
8. No member of the Halifax Fire Department shall be permitted to speak any derogatory statements or give any derogatory gestures while in the performance of their duties.
9. If for any reason a piece of fire apparatus is unable to leave the station, respond to a call or become disabled enroute or returning, dispatch and the Officer in charge are to be notified immediately.
10. Emergency evacuation procedures to signify potential building collapse, explosion, etc. shall be short blast for 30 seconds by way of

apparatus air horns. All apparatus in proximity of the incident shall participate.

11. Department members, when responding to alarms on fire apparatus, working at incidents and returning to quarters shall wear protective clothing. Officers shall ensure that this rule is adhered to, taking into consideration other factors such as type of incident, weather, time factor and responding vehicle.
12. Department members when riding in apparatus will be seated and use seat belts. Apparatus shall not be in motion if personnel are not following this rule.
13. Upon arrival at a fire, the operations are as follows:
 - a. All officers shall upon arrival at a fire, report to the officer in charge.
 - b. The officer in charge shall order the first in Engine Company to connect to a fire hydrant, layout hose lines, obtain the necessary water supply, and institute fire suppression operations. The second engine company, upon arrival, shall assume the responsibility of pumping at the fire hydrant unless otherwise ordered by the officer in command.
 - c. All apparatus is to be located, if possible, so as not to restrict the arrival of additional apparatus, and shall take into consideration the flow of traffic.
 - d. The first in Ladder company shall be located in the front of the building unless ordered otherwise by the officer in charge. The Ladder Company shall be prepared to perform any operation relative thereto.
 - e. Additional apparatus shall stage while incoming prior to parking, and ask for orders from the officer in charge.
 - f. When members arrive at the station for recall they shall respond with the appropriate apparatus assignment, and shall not change or alter the response orders unless ordered by the incident commander.
 - g. Working groups or members at an incident shall be relieved only by the officer in charge.
 - h. When relief personnel are ordered to respond to an incident, they are to respond promptly in a Department Vehicle.
 - i. Apparatus shall not be driven over fire hoses unless absolutely necessary for the operations of the incident.
 - j. No member of the Halifax Fire Department shall permit any vehicle to be driven over hose except in extreme emergency.
 - k. An officer in command of an incident shall not unnecessarily jeopardize the lives or physical safety of the personnel under their command.

- l. At an incident, members shall notify the officer in command, of any dangerous conditions that may exist, learned through inspections, training, etc.
 - m. The Officer in charge shall ensure that the property owner is notified of any shutdown of utilities, prior to leaving the scene.
 - n. When a complaint regarding missing personal items is made to an officer or firefighter, through theft or otherwise, the Chief is to immediately notified, and take whatever action necessary including notification of the Police. A written report shall be made by officer in charge of the fire to the police and the Fire Chief.
 - o. The ranking officer or his designee at an incident is authorized, when the scene is under control, to issue a verbal statement, which shall become official to the news media, upon their request. This statement shall summarize briefly the incident events.
 - p. The rekindling of a fire shall be guarded against and if necessary, a fire watch detail shall be posted to monitor the scene and prevent rekindle.
 - q. A fire watch shall be maintained and the property not turned over to the owner, at the discretion of the Chief or Officer in charge, when an active or potential fire investigation is to occur. Occupants shall not be allowed into an area or building that is being investigated for the cause of the incident.
 - r. Only persons authorized by the Chief or Officer in charge shall be permitted to enter the property involved in an incident.
 - s. The Officer in charge shall, as promptly as possible, place in service apparatus and equipment, and return them to their respective quarters.
14. The Officer in Charge, arriving at a fire or emergency call shall gather all necessary information as required for reports, including but not limited to:
- a. The owner/occupant name and address
 - b. Information about the incident
 - c. Injuries, firefighter or civilian
 - d. Insurance information
15. It shall be the responsibility of the Officer in Charge to ensure that all equipment is placed in service as soon as possible after return to quarters.
16. An immediate check of equipment is to be made at the incident scene and any property of the Fire Department that is missing is to be reported to the Officer in Charge immediately.

17. When equipment belonging to another Fire Department has been found or returned to the station, the duty officer shall set it aside, tag it and notify the community and arrange for its return.
18. When responding to emergency incidents, it shall be the responsibility of the Officer in Charge, to ensure that all responding members of the Fire Department are in full protective clothing. Officers shall also be responsible for being in compliance with full protective clothing also.
19. Drivers of Fire Apparatus shall obey all applicable laws regarding the operation of motor vehicles. Apparatus shall not pass other apparatus unless directed to by the apparatus in the lead position. Following apparatus shall maintain at least 150 feet between them and other units.
20. Apparatus involved in any type of accident, shall immediately stop their response, notify the dispatcher and request the Police to the scene. Drivers of the involved apparatus are responsible to make a full report to the Chief, and complete any required accident forms. No member is to make any statement relative to any accident involving Fire Department apparatus, or their own vehicle if responding in the line of duty, to anyone other than the Officer in Charge or the Police.
21. Any damage to any Fire Department vehicle or equipment shall be reported to the Chief immediately.
22. Operators of Fire Department vehicles shall be responsible for knowing the correct location of the response and the proper response routes. If, while enroute to an assignment, apparatus happens upon another incident, you are to stop, render assistance if needed and promptly notify the dispatcher. The Officer in Charge is also to be notified immediately.
23. Apparatus operators are responsible for the vehicle and the equipment assigned to that vehicle, any piece of equipment found defective is to be reported immediately. If there is an Officer on the vehicle, the officer shall have full authority over the apparatus and crew members. Operators are also responsible to make sure that the apparatus and equipment are in service and clean upon return to the station. No apparatus shall be placed in service with less than $\frac{3}{4}$ of a tank of fuel.
24. Members responding to an incident in their personal vehicles are responsible for the operation of their vehicles and are required to follow all applicable laws. Members with personal vehicles shall not

impede, block or hinder the response, placement or operation of any fire apparatus at the scene of an incident.

25. Members of the Fire Department shall respond in a prompt manner to incidents they are dispatched to, any response to subsequent incidents or alarms will be determined by the Officers in Charge.
26. The Chief shall regulate the response of apparatus and personnel to all incidents through the establishment of policy, procedures and guidelines. No member is to change or alter the response of apparatus without the direction of the Chief.