

Operating Guidelines

Section: Departmental Administration

Subject: General Rules of Department

Policy #: 101

Date Issued: November 13, 2015

Date Revised: October 3, 2017

Purpose

To establish general rules and regulations for all Firefighters to follow.

Procedure

101.1

Members shall show courtesy and respect at all times when dealing with the public.

101.2

Members shall remain at the scene of the emergency unless they are assigned to special duty by a superior officer or released.

101.3

Telephones of the department shall not be used for other than departmental business.

101.4

No member, directly or indirectly, shall solicit or accept from anyone gifts, money, or other articles as a reward for services rendered in the carrying out of his/her duties.

101.5

No member, while in uniform, without the permission of a Chief Officer, shall sell tickets or solicit advertising, subscriptions, gifts or contributions for any purpose whatsoever.

101.6

Members shall not hold social events or meetings in the Fire Station, without previously obtaining permission from a Chief Officer.

101.7

No member shall supply information relative to the department or operations thereof, unless authorized by a Chief Officer.

101.8

When valuables (money, jewelry etc.) are found during an emergency, members shall turn them over to the officer in charge of operations, who shall submit a detailed report to the Fire Chief.

101.9

No member shall use profane, immoral or indecent language or be guilty of conduct which may be prejudicial to the good reputation, order and discipline of the department.

101.10

Every Member is responsible for any damage due to negligence or the destruction or loss of his/her uniform or any equipment issued to him/her.

101.11

- a) All traffic laws applicable to vehicles of the department shall be obeyed and extreme caution shall be exercised at all times.
- b) **Green** flashing or rotating lights, when available, are to be used only for Emergency responses.
- c) **All** traffic laws applicable to personal vehicles shall be obeyed and extreme caution shall be used at all times. Remember, green lights give you **no** special legal rights above any other driver using the road.

101.12

Every member injured while on duty shall immediately report the injury to the Officer-in-Charge who shall forthwith submit a report, using the approved Employee Incident Form. The form shall be then submitted to the Fire Chief.

101.13

- a) Should any member, while responding to a call, become involved in a collision, he/she will, **if possible**, immediately:
 - i. Notify 9-1-1 or the appropriate Dispatch Centre and request the necessary emergency agencies
 - ii. Render First Aid to injured parties
 - iii. Make **no** statement as to possible fault or responsibility
 - iv. Report the collision to the Incident Commander, who shall submit a written report thereof to the Fire Chief
- b) Where a Fire Department apparatus is involved in a collision, the driver shall **if possible**:

- i. Notify Dispatch of the collision and ask dispatch to alert the Incident Commander, who may request other assistance for the original emergency call
- ii. Request that dispatch notifies any other emergency agency that may be needed at the collision scene
- iii. Render First Aid to injured parties
- iv. Make no statement as to possible fault or responsibility
- v. Report the collision to the Incident Commander, who shall submit a written report to the Chief

101.14

Every member exposed to any **Hazardous Material** shall have this fact entered on his/her record, including the name of the hazardous material and the nature and duration of his/her possible exposure to the chemical.

Responsibility

It shall be responsibility of every member of the Fire Department to obey all rules and regulations of the Parry Sound Fire Department in order to maintain a safe working environment for all.