

# British Columbia Fire Service Minimum Training Standards

*Structure Firefighters  
Competency and Training*

## **PLAYBOOK**



**September 2014**

Pursuant to section 3(b) of the *Fire Services Act* of B.C.

## ***Acknowledgements***

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Fire Chiefs Association of British Columbia

British Columbia Fire Training Officers Association

Justice Institute of British Columbia

Vancouver Island Emergency Response Agency

College of the Rockies

It was through the efforts of these organizations as well as staff and other individuals within the fire service that this Playbook was created. In moving forward, the Playbook is intended to be a living document that will be periodically reassessed with a view to enhancing or clarifying aspects identified by the fire service.

## 1. Purpose:

To establish minimum standards of training required for fire services personnel in British Columbia. This Playbook sets out a competency-based ladder that provides for a minimum level of sequential training and operational requirements that must be met by each fire department. The level of minimum standards that must be met by each fire department is determined by the Service Level provided by a fire department as determined by the Authority Having Jurisdiction that is responsible for that fire department.

## 2. Scope:

This **Playbook** and establishment of the **Service Level** requirement are intended to provide an industry recognized minimum standard of training that utilizes, and bridges to, the current National Fire Protection Association (NFPA) Firefighter qualifications. It is not intended to change or nullify any requirements or training related to other roles or functions in the fire service.

This Playbook establishes the minimum standards of training that must be met and does not encompass all roles or functions of the fire service. Some roles and functions will require additional training. This **Playbook** does not preclude the need for fire services to obtain and maintain training in these other roles or functions (example: pump operator).

This document is applicable to any fire service/department in British Columbia that provides fire services and includes municipal fire departments, volunteer fire departments, and fire departments established as a society under the *Society Act* of BC. For the purpose of this document, the term “Authority Having Jurisdiction” or “AHJ” correctly describes local or regional government. It does not apply to provincial Wildfire Management Branch (WMB) resources.

This document and program establishes the minimum standards for the skills and training necessary to perform the role of a firefighter and team leader at each designated level of competency.

This document and program does not cover the minimum standards for the skills and training necessary to perform other advanced or specific functions/roles such as, but not limited to: Incident Commander, Driver/Operator, Incident Safety Officer, or Rapid Intervention Team. **The competencies and/or requirements of these and other specific fire operations functions should be addressed through other applicable training programs and standards.**

## 3. Principles:

Each AHJ must select and declare its firefighting **Service Level** in order for the AHJ to determine which set of minimum standards are to be met. This declared **Service Level** needs to be fully reflected in the fire department’s operating guidelines and policies. The AHJ’s decision should be based upon:

- local conditions;
- consultation with representatives of local fire service delivery organization;
- availability of resources and the ability of those resources to respond;

- the realities of the community in terms of demographics, travel distances, fire hall locations, and staffing models; and
- the ability of the jurisdiction or organization to financially support the operations and meet all applicable safety and operational requirements.

There are three (3) **Service Level** options available under this **Playbook**. Each AHJ must carefully examine what level of service its department is mandated to provide and then meet the appropriate training and operations identified in the competency ladder. Ensuring compliance with minimum standards established in this Playbook is the responsibility of the AHJ.

It is the responsibility of each AHJ to immediately take steps to ensure implementation of the training requirements associated to the **Service Level** selected. The AHJ is responsible to ensure that any training provided internally or by an outside agency, meets the competencies and minimum standards identified in this **Playbook**. As a competency-based program, formal accreditation, while encouraged, is not required by this **Playbook**. Each firefighter must be provided training and evaluation in all competencies, both theoretical classroom and hands-on practical skills, that are identified in the curriculum. Assessments/evaluations of competencies can be carried out by the AHJ so long as the evaluation instruments follow the criteria of this **Playbook** and that detailed records of firefighter training and evaluation are maintained.

#### 4. Competencies

The Playbook establishes and describes the minimum competencies required of firefighter roles in the following three (3) categories:

- Exterior Operations Level Firefighter
- Interior Operations Level Firefighter
- Full-Service Operations Level Firefighter

In addition, the Playbook establishes three new fire ground supervisory descriptions related to training competencies. These are:

- Exterior Operations Level Team Leader
- Exterior Operations Level Risk Management Officer
- Interior Operations Level Team Leader

The fire service has a number of well-established officer ranks within its structure. However, use of departmental officer rank identification is not included within this Playbook as they do not necessarily signify an operational role on the fire ground. The supervisory descriptions identified above do not require new “positions” in the department; they simply reflect specific skills and training required to lead a functional crew. Each department must determine the number of these trained individuals required for their AHJ/department.

## 5. Terminology:

### **Team Leader:**

In this **Playbook** the term **Team Leader** is applied to identify the individual, whether they be a firefighter or officer, responsible for a specific crew function at an emergency incident.

*Background: On the fire ground most departments operate in a manner whereby not all activities are supervised by an officer; commonly there are simply not enough officers for all the functions being performed. Usually a functional role being performed, such as ventilation, results in the identification and assignment of a **Team Leader**. This individual may commonly be referred to as the Ventilation **Team Leader**, or some other functional description. Frequently a senior or more qualified firefighter will lead the team, even if they are not of officer rank. This reality is identified and accounted for in this **Playbook**. This terminology also recognizes the reality of elected officers in some department structures who may/may not have advanced operational qualifications or skills.*

**Team Leaders** require a higher degree of competency than those they are supervising. This is a worker safety requirement of WorkSafeBC as well as being operationally sound. This **Playbook** therefore identifies the minimum training competencies required for those individuals who will be assuming **Team Leader** roles within Exterior and Interior Operations Service Level departments.

### **Risk Management Officer:**

The Incident Commander (IC) manages a specific incident in a safe and effective manner, while the Risk Management Officer role ensures that the department has in place Operational Guidelines, training programs and other administrative processes that ensure safe and effective operations at all incidents. In this **Playbook** the term **Risk Management Officer** is applied to identify the individual, usually a senior officer, responsible for ensuring administrative processes are followed to ensure an Exterior Operations Level department practices safe and effective fire ground operations as a matter of principle. This position does not replace either the Incident Commander (IC) or Safety Officer (ISO) role at a scene.

The **Risk Management Officer** may be the Fire Chief, or they may be another senior officer depending on the composition and structure of the department. Regardless of who performs the role, it is not a single incident function. Individuals may be trained, or assume, multiple diverse roles within a department or during fire ground operations.

## 6. Instruction and Evaluation:

The instruction and evaluation components of this Playbook are detailed within the document. There are clear expectations identified related to training materials, lesson plans, instructional qualifications, evaluation instruments, and training records database management. Training and evaluation can occur via either a 3<sup>rd</sup> party accredited training organization, or “in-house” using non-accredited instructors and evaluators. The decision on the most appropriate method for each department rests with the AHJ.

It is the responsibility of all fire departments/AHJ's to be able to accurately identify, record, edit and report out on a complete list of training records for each individual firefighter including specific training subjects covered at each training session. All training records must be kept in accordance with WorkSafeBC Regulations and any other regulatory requirements.

#### 7. Maintenance Training:

This Playbook identifies the minimum training competencies required of all firefighters at each service level. The maintenance of training competencies is the responsibility of the Authority Having Jurisdiction and it is expected that this will be accomplished through ongoing skills maintenance training and education.

#### 8. Authority to Amend:

The Fire Commissioner is empowered to make minor amendments in the form of corrections or clarifications to the content of the Playbook without approval of the Minister, providing there is no substantive change to the minimum standards outlined. Any other amendments are subject to the approval of the Minister pursuant to section 3 of the *Fire Services Act*. Amendments shall be posted to the Office of the Fire Commissioner (OFC) website.

# Definitions

For the purpose of this Playbook, the following definitions apply:

**Appliances** – various purpose-designed and built devices which can be deployed, to assist in the acquisition and delivery of water flows (e.g. nozzle, wye, gate valve).

**Authority Having Jurisdiction (AHJ)** – for the purpose of this document the AHJ is any local government or other entity or organization that provides fire services in British Columbia

**Basic Firefighter Training Program** – This was a “made in British Columbia” training program designed for firefighters working in fire services that provide only exterior fire suppression practices. The program is based upon the NFPA 1001 training curriculum involving those components which specifically address skills relevant to exterior firefighting only. Firefighters only trained in the Basic Firefighter Training Program are not trained to undertake offensive, interior attacks at structural or other fires and never should do.

**Certification/Accreditation** – is awarded to firefighters trained or qualified to meet or exceed a specific operational standard AND who are successfully evaluated by a third party organization, or by an agency on their behalf.

**Competency/Requirement** – is achieved by firefighters trained or qualified and evaluated to meet the operational requirements of a given standard or program but not necessarily certified by an accredited agency to that standard. Competency is recognized if full training and evaluation records for a given skill performed by the individual firefighter can clearly demonstrate that all identified competency requirements of the standard have been met.

**Exterior Operations** – is the **Service Level** that includes firefighting activities restricted to the control and/or extinguishment of fire from a position external to the building or object in question, and outside of any IDLH environment.

**Full Service Operations** – is the **Service Level** that includes activities that are undertaken by firefighters trained in the full spectrum of competencies outlined in the NFPA 1001 *Standard for Fire Fighter Professional Qualifications*.

**Hose** – water hose which is purpose-designed and built for structural firefighting. Size and type must be appropriate to the hazards and intended use.

**IDLH** (Immediately dangerous to life and health) - Is a descriptor commonly used to describe incident conditions that present an immediate threat to a person’s safety through inhalation or exposure (e.g. smoke, noxious vapor, super-heated air).

**Incident Commander** – is a designated and specifically trained individual responsible for safety, strategies and tactics during any fire service operation.

**Incident Safety Officer (ISO)** – is a trained firefighter with fire ground experience and education in identification of incident hazards before they become issues and capability of generating solutions or direct actions to avoid such hazards.

**Interior Operations** – is the **Service Level** that includes firefighting activities that include entry into structures and objects with the purpose of control and/or extinguishment of fire. This requires use of specialized protective equipment and procedures not covered by the training provided in relation to Exterior Operations **Service Level**.

**Maintenance Training** – ongoing training provided to firefighters to ensure previously acquired skills, abilities and knowledge are retained at a level sufficient to meet the associated competencies.

**NFPA 1001** - National Fire Protection Association *Standard for Fire Fighter Professional Qualifications*. Pursuant to the *Fire Services Act* (BC) and this **Playbook**, NFPA standards have been identified in British Columbia as the standards upon which all firefighter competency training will be based and evaluated. The most current version of NFPA 1001 must be used.

**PASS Alarm** – Personal Alert Safety System. A purpose-designed and built device worn by a firefighter during operations that quickly identifies and sounds an alarm should the firefighter become incapacitated. PASS Alarms may be incorporated into an SCBA device by manufacturers.

**Personal Protective Equipment (PPE)** – Typically consists of purpose-made and regulated garments for structural firefighting including: protective boots, turn-out coat and pants, balaclava, helmet and firefighting gloves.

**Pumping Apparatus** – a purpose-designed built structural firefighting engine/pumper originally designed and built based upon NFPA 1901 and/or ULC S-515. This vehicle must be capable of delivering water flows to a fire hose and nozzle which are suitable for the hazards present in the community. It must have an on-board initial water supply and capability of drawing water from external sources for extended periods.

**Rapid Intervention Team (RIT)** – a dedicated crew of firefighters, at a minimum trained to conduct Interior Operations as set out in this **Playbook** and assembled within the time frames required under s. 31.23(4) of the *Occupational Health and Safety Regulation* under the *Workers Compensation Act*, ready to engage in firefighter rescue operations.

**Risk Management Officer** – an administrative position created within this **Playbook** framework to ensure that External Operations Level fire services are identifying and managing the risk and safety aspects of their operation. Areas of concern include: training program design, training records management, Bylaw management, Operational Guidelines, adherence to applicable regulations and standards, and other non-fire ground administrative matters related to safety and risk.

**SCBA** (Self-contained breathing apparatus) - is purpose-designed and built for firefighters to allow for operations in and around dangerous atmospheres.

**Service Level** – means Exterior Operations, Interior Operations or Full Service Operations

**Team Leader** – a firefighter or officer trained/qualified to lead a team of firefighters in the undertaking of a fire ground task, or set of tasks, as applicable to the operational **Service Level** provided by the department. Team Leader qualifications are not based, nor necessarily applicable, to a department rank. Requirements are set out in the Standards and Requirements sections of this document.



# Instruction and Evaluation Requirements

Training and evaluation may be administered via 3<sup>rd</sup> party accredited providers, or be done “in-house” by qualified department personnel. The following describes the requirements for “In-House” delivery of **Playbook** training related requirements. If departments choose to utilize a 3<sup>rd</sup> party, providers will facilitate all training and evaluation instruments. It is recommended that departments ensure compliance when organizing training with any 3<sup>rd</sup> party provider to ensure compliance with the competencies required, at minimum.

## 1. Training Materials for departments choosing to train “In-House”

Exterior Operations Level:

- Exterior Operations Level training materials will be those included as part of the Exterior Operations Level Train-the-Trainer curriculum package, as provided by the OFC. Lesson plans, instructional techniques and evaluation tools and instruments are included as part of the curriculum package

Interior and Full-Service Operations Levels:

- Interior and Full-Service Level training materials must be obtained by the fire department from recognized third party instructional material providers such as IFSTA (Essentials), Jones & Bartlett (Fundamentals), or other organizations recognized by the OFC. These comprehensive materials include detailed reference articles, lesson plans, and skill sheets that can be used as a portion of the overall evaluation.

## 2. Instructor Qualification requirements for “In-House” training delivery

Exterior Operations Level:

- The fire service member responsible for the delivery of Exterior Operations Level training to firefighters must be a graduate of a current Train-the-Trainer for the Exterior Operations Level from a program recognized by the Office of the Fire Commissioner of BC. Contact the OFC for a list of qualifying programs.

Interior Operations Level:

- The fire service member responsible for the delivery of Interior Operations Level training programs must possess current NFPA 1001-FF2 Certification. It is optionally recommended that they also be certified as a Fire Service Instructor 1. In addition the individual responsible must ensure the training meets the requirements of *the Occupational Health and Safety Regulation* under the *Workers Compensation Act*, Part 31:

### **31.4 Instruction and direction**

The employer must ensure the adequate instruction and direction of firefighters in the safe performance of their duties.

Full-Service Operations Level:

- The fire service member responsible for the delivery of Full-Service Operations Level training programs must possess current NFPA 1001-FF2 Certification **and** certification as a Fire Service Instructor 1. In addition the individual responsible must ensure the training meets the requirements of the *Occupational Health and Safety Regulation* under the *Workers Compensation Act*, Part 31:

**31.4 Instruction and direction**

The employer must ensure the adequate instruction and direction of firefighters in the safe performance of their duties.

**3. Evaluator Qualification** requirements for “In-House” training delivery

Exterior Operations Level:

- Evaluations for the Exterior Operations Level must be conducted as part of the training program and under the direct responsibility of a graduate of a current BC Fire Training Officers Association (BCFTOA) Train-the-Trainer (TTT) program. Evaluation instruments for firefighter skill competencies are included as part of the Train-the-Trainer curriculum.

Interior and Full-Service Operations Levels:

- Evaluations for the Interior Operations and Full-Service Levels must be conducted as part of the training program and under the direct responsibility of a qualified instructor. Evaluation checklists can be obtained from the British Columbia Fire Training Officers Association (BCFTOA). Skill sheets and other basic evaluation tools included within the curriculum materials should be used. In addition, relevant competency evaluations based upon the current NFPA 1001 Standard should be utilized.

**4. Student Tracking**

Training providers and individual departments are required by WorkSafeBC to track training. Globally, the BCFTOA will voluntarily track all departments utilizing this Playbook as best they can. Departments are strongly encouraged to update the BCFTOA on a regular basis.

**5. Exams and Skill Sheets**

The BCFTOA can assist in the creation of evaluation tools for all service levels contained within this Playbook. Skills sheets will be available for all levels as well. Evaluation packages will be distributed to individual departments for “in-house” delivery upon request. Third party provider agencies, whose programs have been vetted as compliant with program competencies by the OFC and BCFTOA, are expected to utilize their own internal training and evaluation instruments.

**6. Bridging and Prior Learning Assessment**

Bridging from one level to a higher one within the Playbook is possible.

Provider agencies have agreed to recognize all graduates of training programs from other providers that meet, or exceed, the core competencies as described in this Playbook and as determined by the OFC. Only the core competencies will be universally recognized. Any materials covered above the core competencies can be evaluated for equivalency by the provider being considered.

Departments that train in-house **and** complete one of the accredited provider agencies evaluation processes will also be accepted by alternative providers.

In terms of Prior Learning Assessment for firefighters who may have previous training, at whatever level, the onus is on the Fire Chief to put in place any processes whereby the department determines, to their satisfaction, whether the prior learning and competencies of a firefighter meet the required training of that department.

## **7. Important Considerations for local decisions on Service Level and Training**

It is important to recognize that a number of the certification components may not be applicable for all jurisdictions (e.g. fire hydrants). Therefore, the AHJ must identify the competencies that do not have application in their jurisdiction. These areas must be identified in the Service Level Policy Statement and must be reflected in the training program description and evaluation processes.

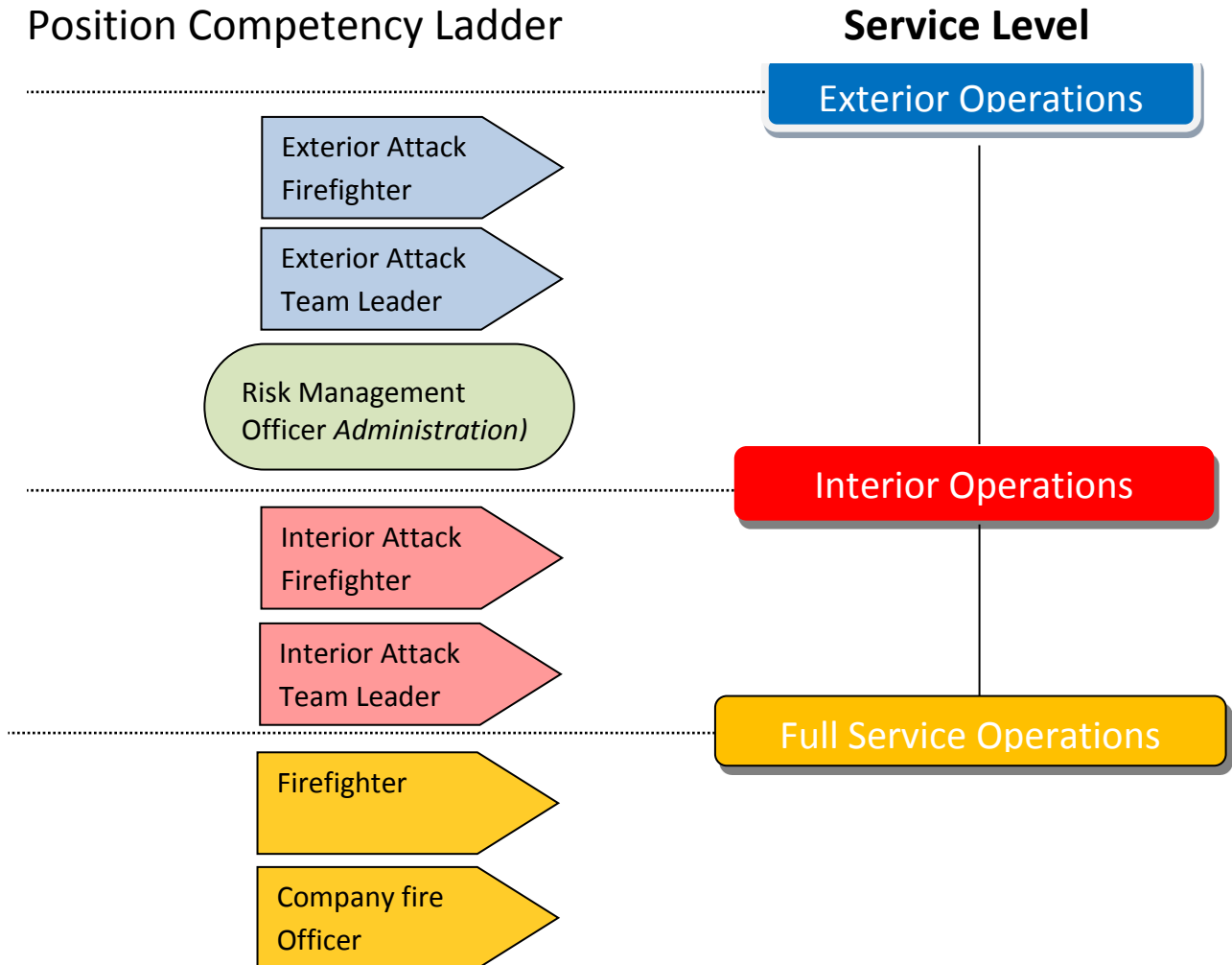
In addition, this Playbook is not an “all encompassing” program: additional training and competency in specific skill areas is required for a department to operate at an emergency incident such as driver training, pump operations, rapid intervention team, incident safety officer and others. These aspects of fire service function are beyond the scope of this Playbook, but are nonetheless still critical areas that must be addressed through training and operational procedure.

# BC Firefighter Competency Matrix

## Requirements

- Determination by the AHJ of the Service Level appropriate to community needs
- Policy Statement describing fire department’s authority and Service Level
- WorkSafeBC firefighter coverage in place
- WorkSafeBC safety and functional requirements in place (Eg. firefighter fitness records, Employer/Worker OH&S program representatives, Rapid Intervention Team OG)
- A Training Record recording and retention process which permits ready identification of the current training level and/or certification of each firefighter. It must also provide for retention of all records previously undertaken by every firefighter and kept indefinitely, regardless if they leave the department
- Appropriate equipment and apparatus available to meet the declared Service Level requirements

## Position Competency Ladder



**\*\* Each level in the Competency Ladder has identified requisite minimum training requirements described within this document that must be met.**

	<b>The following competencies extracted from NFPA 1001 – FF1 must be met to achieve the requirements for Exterior Ops Firefighter (specific competency lesson plans and evaluations are available from the OFC and partner training provider agencies)</b>		
	Emergency Scene Traffic NFPA 1001 5.3.3	Job Performance Requirements (Exterior Firefighter competencies)	External Operations - Firefighter
	Safety & Communications NFPA 1001 5.1.1, 5.1.2, 5.2, 5.2.1, 5.2.2, 5.2.3, 5.3.2, 5.3.17, 5.3.18		
	PPE and Self Contained Breathing Apparatus NFPA 1001 5.1.2, 5.2, 5.3, 5.3.1, 5.3.2, 5.5.1		
	Ropes and Knots NFPA 1001 5.1.2, 5.3.20, 5.5.1		
	Fire Streams, Hose and Appliances NFPA 1001 5.3.7, 5.3.8, 5.5.1, 5.5.2		
	Ventilation NFPA 1001 5.3.11, 5.5.1		
	Water Supply NFPA 1001 5.3.15, 5.5.1, 5.5.2		
	Ladders NFPA 1001 5.3.6, 5.5.1		
	Rehabilitation Area (REHAB) NFPA 1001 5.1.1, NFPA 1500, NFPA 1584		
	Introduction to Basic Fire Behavior and Building Construction NFPA 220, NFPA 921, NFPA 1001 5.3.11, 5.3.12, 5.3.13 NFPA 5000		
	Dangerous Goods or Hazmat Awareness (from NFPA 472) <sup>1</sup>		
	Gas & Electrical Safety for Firefighters (supplied by a BC Utility utilizing an evaluation mechanism) <sup>2</sup>		
	Incident Command System 100 (from BCEMS curriculum) <sup>3</sup>		
	<b>All of Exterior Operations Firefighter PLUS completion of the following competencies from NFPA 1001 – FF1</b>		
	Organization, Safety and Communications NFPA 1001 5.2.4		
	RIT Training – pertinent to jurisdictional hazards NFPA 1001 5.3.9 NFPA 1407, NFPA 1500		
	Self Contained Breathing Apparatus NFPA 1001 5.3.1, 5.3.5, 5.3.9		
	Search and Rescue NFPA 1001 5.3.9		
	Fire Behavior NFPA 1001		
	Fire Extinguishers NFPA 1001 5.3.16		
	Building Construction NFPA 1001 5.3.11, 5.3.12 (not sure how far the exterior takes the Building Construction)		
	Forcible Entry NFPA 1001 5.3.4		
	Ventilation NFPA 1001 5.3.12		
	Loss Control NFPA 1001 5.3.13, 5.3.14		
	Live Fire Exterior NFPA 1001 5.3.7, 5.3.8, 5.3.10, 5.3.19		

	<b>All of NFPA 1001 – FF2 competencies (except Hazmat and Medical Response) and with the addition of:</b>	Job Performance Requirements (NFPA 1001 – FF2 competencies)	<b>Full Service Operations - Firefighter</b>
	<b>Live Fire Exterior and Interior</b>		
	<b>Hazmat Operations (NFPA core competencies plus 6.6)</b>		

	<b>Completion of the Operational Firefighter requirements for <u>either</u> the Exterior or Interior Service Level <u>PLUS</u> the following competencies from NFPA 1021:<sup>4</sup></b>	Job Performance Requirements (NFPA 1021 – competencies)	<b>Team Leader Exterior &amp; Interior</b>
	<b>- Incident Command and Fire Attack NFPA 1021 4.1.1, 4.2.1, 4.2.2, 4.2.3</b>		
	<b>- Pre-Incident Planning, Size-up and Incident Action Planning NFPA 1021 4.5.2, 4.5.3, 4.6, 4.6.1, 4.6.2</b>		
	<b>- Fire ground Accountability NFPA 1021 4.6.1, 4.6.2</b>		
	<b>Live Fire – Exterior (Recommended for Exterior Operations)NFPA 1001 5.3.7, 5.3.8, 5.3.19</b>		
	<b>Live Fire Exterior and Interior (Recommended for Interior Operations)</b>		
	<b>Completion of the Team Leader requirements for the Exterior Operations level <u>PLUS</u> the following courses (1 from each area):</b>	<b>One of One of</b>	<b>Risk Management Officer</b>
	<b>Incident Action Planning (operational)<sup>5</sup></b>		
	<b>Incident Safety Officer NFPA 1521 6.1 – 6.7.2 (operational)</b>		
	<b>FCABC/LGMA Chief Officer Orientation (administrative)</b>		
	<b>Beyond Hoses and Helmets, or equivalent (administrative)</b>		
	<b>Fire Officer 1 (NFPA 1021)</b>	Job Performance Requirements (NFPA 1021 – competencies)	<b>Company Fire Officer</b>
	<b>Incident Command 200</b>		
	<b>Fire Service Instructor 1</b>		
	<b>Emergency Scene Management (Fireground control)</b>		

**Footnotes:**

1. Can utilize any training provider, including internal, that meets the competencies of NFPA 472 – Awareness Level
2. Can utilize any program, developed by a registered Gas or Electrical Utility within the Province of BC, which includes an evaluation instrument based upon current recommended practice
3. Can utilize any training provider, including internal, using certified training and evaluation based upon the BCEMS model
4. Can utilize any training provider, including internal, that meets the competencies of NFPA 1021 – Fire Officer Professional Qualifications
5. Recognized program with subject matter covering areas such as strategies and tactics, fire ground command, emergency scene management, or other program acceptable to the OFC

## Exterior Operations Service Level Definition

Exterior Operations Level fire service firefighters shall not enter any building, vehicle, dumpster or other object if an IDLH atmosphere is present. If an IDLH atmosphere is present, Exterior Operation firefighters shall only engage in external fire suppression activities. Operational Guidelines that restrict them to Exterior Operations must be written and enforced by the department, even though they may possess equipment that would otherwise permit them to respond at a higher level.

On occasions where the department responds to a simple incident, such as a pot on the stove or electrical outlet fire and an IDLH atmosphere does not yet exist, it is reasonable to address the issue from inside the structure. However, if an IDLH atmosphere develops or the fire progresses beyond the object of origin, or the environment or structure become compromised in any way, all firefighters must immediately withdraw to the exterior and combat the situation from the outside.

Exterior Operations require at least three personnel to be carried out safely and effectively. A target response time, as applicable and acceptable to the AHJ, should be established.

Exterior Operations Team Leaders are trained to supervise safe exterior operations only. The Exterior Operations Risk Management Officer is an administrative role focused on ensuring departmental safe work practices and adherence to the relevant regulations and standards.

The External Operations Level applies to all external fire ground operational functions except support positions such as, but not restricted to: rehab/first aid, first medical responder, vehicle driver. Specific training for these roles, and applicable to the hazards involved, is still required for these positions and must be addressed elsewhere in departmental training programs.

# Exterior Operations Requirements

## Administration

- Policy Statement from governing organization describing authority to operate and mandated service level
- WorkSafe BC coverage in place
- The AHJ must create and retain records of the training taken by each firefighter
- Completion of Exterior Attack Training Requirements

## Equipment

- Personal Protective Equipment (as required by WSBC/NFPA)
- Pumping Apparatus, hose and appliances
- Adequate water supply and flow

## Fire Ground Requirements (WorksafeBC)

- Incident Commander (Supervision)
- SCBA worn for any IDLH atmospheres
- A firefighter must be trained and provided with the appropriate resources/PPE in order to perform the work expected



## Interior Operations Service Level Definition

Interior Operation Fire Departments may engage in internal fire suppression activities within simple structures or objects such as a vehicle, single family dwelling or other small structure. Interior Operations may also include other structures that the AHJ has assessed and pre-planned for such that they determine the structure to be safe for Internal Operations qualified firefighters. Firefighters must be trained specific to the risks associated with these structures.

Interior Operations Level fire services will have Operational Guidelines, that must be written and enforced by the department, that describe advanced training in fire operations activities that allow for a calculated fire attack within permitted structures and objects.

Interior operations must be undertaken in accordance with the requirements of WorkSafeBC (including, in particular, s. 31.23 of the *Occupational Health and Safety Regulation* made under the *Workers Compensation Act* (BC)).

Before any entry to a fire-involved structure is made, the fire department must have qualified Team Leaders on scene and ensure that the correct requirement for water and suppression activities can be maintained at all times as per the Incident Action Plan.

Interior Operations require a contingent of personnel on scene to meet the WorkSafeBC *Occupational Health and Safety Regulation* requirements. A target response time, as applicable and acceptable to the AHJ, should be established.

Interior Operations Team Leaders are trained to supervise safe interior operations. Team Leaders must follow established Operational Guidelines or Procedures for safety during all fire ground operations.

The Incident Commander must recognize the need, and staff appropriately, for a Rapid Intervention Team (RIT) with trained firefighters following the requirements of WorkSafe BC Regulations.

# Interior Operations Requirements

## Administration

- Policy Statement from governing organization describing authority to operate and service level
- WorkSafe BC coverage in place
- The AHJ must create and retain records of the training taken by each firefighter
- Completion of Interior Attack Training Requirements

## Equipment

- Personal Protective Equipment (as required by WSBC/NFPA)
- Pumping Apparatus, hose and appliances
- Adequate water supply and flow

## Fire Ground Requirements (WorkSafe BC)

- Incident Commander (Supervision)
- SCBA worn
- Rapid Intervention Team (RIT) capability (s. 31.23(4) OS&H Reg.)
- PASS Alarm (may be integrated into SCBA)
- A firefighter must be trained and provided with the appropriate resources/PPE in order to perform the work expected

## Full Service Level Definition

Full Service Operations Fire Departments are equipped and have completed the appropriate training identified in this **Playbook** to provide a full spectrum of fire services. These services are based on the competencies included within the NFPA Firefighter and Fire Officer Standards.

Full service fire departments will have Operational Guidelines that must be written and enforced by the department, that describe advanced training in fire operations activities.

These fire departments are organized such that the suppression activities that occur are based on response protocols which include the appropriate staffing levels, and number and type of apparatus on scene.

Full-service level fire services should utilize Incident Action Plans based on standardized responses for all types of fire suppression activities matched against an established benchmark.

# Full Service Operational Requirements

## Administration

- Policy Statement from governing organization describing authority to operate and service level
- Worksafe BC coverage in place
- The AHJ must create and retain records of the training taken by each firefighter
- Completion NFPA 1001 Firefighter 2 training competencies
- Completion of NFPA 1021 Level 1 Fire Officer training competencies

## Equipment

- Personal Protective Equipment (as required by WSBC/NFPA)
- Pumping Apparatus, hose and appliances
- Adequate water supply and flow

## Fire Ground Requirements (WorksafeBC)

- Incident Commander (Supervision)
- SCBA worn
- Rapid Intervention Team (RIT) capability (s. 31.23(4) OS&H Reg.)
- PASS Alarm (may be integrated into SCBA)
- A firefighter must be trained and provided with the appropriate resources/PPE in order to perform the work expected

# Playbook Compliance Checklist

(Fire Department Internal Use)

Department Name: \_\_\_\_\_

Date: \_\_\_\_\_

<b>Fire Fighter Competency and Training Playbook Checklist</b>		
<p><b>1. Does your local government have a bylaw to establish the fire department or if you are a registered society, do your constitution and bylaws provide the mandate to establish a fire department? Yes <input type="checkbox"/> No <input type="checkbox"/></b></p> <p><i>Note: If the answer is "no" the fire department will not be considered by the Office of the Fire Commissioner for deployments under the Provincial Mobilization Plan. If "yes", identify the functions that the fire department is authorized by the local authority to deliver?</i></p>		
<p><b>2. Is your local authority/registered society registered with WorkSafe BC? Yes <input type="checkbox"/> No <input type="checkbox"/></b></p> <p><i>Note: If the answer is "no" the fire department will not be considered by the Office of the Fire Commissioner for deployments under the Provincial Mobilization Plan.</i></p>		
<p><b>3. Is there a policy statement determining if the fire department will provide either a defensive/exterior or an offensive/interior structure fire attack type for fire suppression? Yes <input type="checkbox"/> No <input type="checkbox"/></b></p>		
<p><b>4. Is there a policy statement determining the training standards to which the fire department will train? Yes <input type="checkbox"/> No <input type="checkbox"/></b></p> <p><i>Note: If the answer is "no" the fire department will not be considered by the Office of the Fire Commissioner for deployments under the Provincial Mobilization Plan. If "yes", what standards have been adopted for the fire department?</i></p>		
<p><b>5. Who coordinates your department's firefighter training? Please list positions:</b></p>		
<p><b>6. Is there a Training Records database and records management system that provides detailed records for the training of each firefighter? Yes <input type="checkbox"/> No <input type="checkbox"/></b></p>		
<p><b>7. Does the training records system maintain records for every members training in perpetuity (their lifetime)? Yes <input type="checkbox"/> No <input type="checkbox"/></b></p>		
<b>Fire Department Service Level Identification</b>	<b>Yes</b>	<b>No</b>
Exterior Operations – Buildings, Vehicles, Dumpsters		
Interior Operations – Simple structures		
Full Service		
<b>Other Comments</b>		

\_\_\_\_\_  
Name of Individual completing the Checklist

\_\_\_\_\_  
Title/Position

# **Training Organizations**

*(Information only)*

The following professional organizations can assist with agency direction and training provider contacts:

**FCABC – Fire Chiefs Association of BC** [www.fcabc.ca](http://www.fcabc.ca)

**BCFTOA – BC Fire Training Officers Association** [www.bcftoa.com](http://www.bcftoa.com)

**OFC – Office of the Fire Commissioner of BC** <http://embc.gov.bc.ca/ofc/index.htm>

**BC Wildfire Management Branch** [www.bcwildfire.ca](http://www.bcwildfire.ca)

**FPOABC – Fire Prevention Officers Association of BC** [www.fpoabc.bc.ca](http://www.fpoabc.bc.ca)

**FNESS – First Nations Emergency Services Society of BC** [www.fness.bc.ca](http://www.fness.bc.ca)