

# **TOWN OF ANNAPOLIS ROYAL POLICY**

**Title:**  
Policy on Emergency Services Provider Registration

**Policy No.:**  
2008-3

**Supersedes:** N/A

**Effective Date:** March 17, 2008

**Approval By Council Motion No.:** 12

## **Purpose:**

To comply with the provisions of Section X of the Municipal Government Act.

## **Definitions:**

Town means Town of Annapolis Royal

## **Policy Statement:**

### **1. APPLICATION**

This policy applies to all providers of Emergency Services, including fire services, emergency medical services, water rescue, search and rescue, and assistance and protection for people and property in the event of disasters, both natural and man-made, including but not limited to floods, hurricanes, motor vehicle accidents and chemical spills.

### **2. AUTHORITY**

Part X, *Municipal Government Act*.

### **3. POLICY INTENT**

Emergency services are provided in the Town by the Annapolis Royal Volunteer Fire Department and EHS. The Town supports the provision of Emergency Services, financially and otherwise.

This policy is intended to ensure that the Town has a current record of which services and where the services are provided. The policy is also intended to provide a process for the Town to know that registered service providers meet minimum standards, as standards are developed and revised.

Emergency Service Providers are required to comply with this policy in order to be eligible for Town assistance.

The policy is a requirement of the *Municipal Government Act*.

#### **4. REGISTRATION INFORMATION**

Emergency Service Providers are required to complete and submit the appended “Application for Registration as a Fire Department or Emergency Service Provider under the Municipal Government Act”.

The Application for Registration requires the submission of the following information:

- A. Service Provider Name
- B. Service Provider Contact and Address
- C. Service Provider Incorporation status
- D. Insurance carried by the Service Provider
- E. Communities or area protected by the Service Provider
- F. Information related to the nature of Emergency Service provided

#### **5. REGISTRATION ALTERATION**

At any time that information contained in the Registration changes, in form or in nature, the Emergency Service Provider is responsible for resubmitting the Registration information.

**Application for Registration as a Fire Department or Emergency  
Service Provider under the *Municipal Government Act***

**Town of Annapolis Royal**

**1. Service Provider Name:** \_\_\_\_\_

**2. Contact and Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3. Service Provider  
Incorporated under:** \_\_\_\_\_  
\_\_\_\_\_

**4. Form of Insurance and  
amount held by Service  
Provider:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**5. Communities or Area  
protected by the Service  
Provider:** \_\_\_\_\_  
\_\_\_\_\_

**Application for Registration as a Fire Department or Emergency  
Service Provider under the *Municipal Government Act***

**Town of Annapolis Royal**

**Nature of Services Provided:**

**Please indicate the nature of Emergency Services provided and the level of service provided by circling the appropriate reference.**

<b>6. Fire and Fire Related Emergencies</b>	Structural	Defensive	N/A
<b>7. Medical Emergencies</b>	Registered First Responder	Medical Assistance	N/A
<b>8. Vehicle Rescue</b>	Technician	Operational	Awareness N/A
<b>9. Water Rescue</b>	Technician	Operational	Awareness N/A
<b>10. Ice Rescue</b>	Technician	Operational	Awareness N/A
<b>11. Structural Collapse</b>	Technician	Operational	Awareness N/A
<b>12. Excavation Collapse</b>	Technician	Operational	Awareness N/A
<b>13. High Angle Rescue</b>	Technician	Operational	Awareness N/A
<b>14. Hazardous Material</b>	Technician	Operational	Awareness N/A
<b>15. Ground Search and Rescue</b>	Provider	Assistance	N/A
<b>16. Confined Space Entry</b>	Provider	Assistance	N/A
<b>17. Confined Space Rescue</b>	Provider	Assistance	N/A

**Application for Registration as a Fire Department or Emergency  
Service Provider under the *Municipal Government Act***

**Town of Annapolis Royal**

**Please refer to the “Evaluation of Services Provided and Level of Service”  
information attached, in answering the following questions:**

- 18. Are there any limits on the level of service that will be provided in respect to any of the services checked above? If so, please indicate:**

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- 19. Does the Service Provider have the equipment to perform the services checked above?**

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- 20. Does the Service Provider have the training and experience necessary to provide the services checked above?**

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

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_  
Signature and Name and Position  
of Emergency Service Provider  
Representative

\_\_\_\_\_  
Signature and Name and  
Position of Municipal  
Representative

**Evaluation of Services Provided and Level of Service for Use with  
Application for Registration as a Fire Department or Emergency Services  
Provider under the *Municipal Government Act***

## **Information From the Office of the Fire Marshall**

The registration of a fire department or emergency services provider is a replacement for the fire wards system. The process recognizes that fire departments may carry on a wider variety of services than under the previous Act.

The following is a direct quote from National Fire Protection Association Standard 1500:

*“Spelling out the specific parameters of services to be provided allows the fire department to plan, staff, equip, train, and deploy members to perform these duties. It also gives the governing body an accounting of the costs of services and allows it to select those services they can afford to provide. Likewise, the governing body should identify services it cannot afford to provide and that it cannot register the department to deliver.”*

There are a number of fire departments who have expressed concern that they could be prevented from attending at emergencies in their communities. The registration should not therefore be an all or nothing situation. The responding department may not have the training, equipment or command system to fully handle the situation. The department may, however, be able to provide assistance to the victims until more qualified help does arrive. This level of service can be indicated upon registering, in letter form or on the registration form, by a note indicating a limit on the level of service to be provided, or by a note stating what, in the definitions provided below, will not be provided.

To assist the fire service and the municipal units, the Office of the Fire Marshal has developed a registration form that includes a checklist for services and level of abilities. This checklist was developed with the assistance of the Fire Officers Association directors. The use of this form is not compulsory. Each Town may develop its own registration process in accordance with the *Municipal Government Act*, although it is noted that it is the desire of the fire service advisory group that there should be one common system rather than 55.

**The Office of the Fire Marshal will not be evaluating fire departments; the registration process is between the Town and the fire department.**

The standards selected are from the National Fire Protection Association 1500 standard for Firefighter Occupational Health and Safety. The key to this standard is that, “no activity is undertaken unless the benefit outweighs the risk,” for example, items such as a minimum four-person crew for interior attack should be followed except where a rescue of someone inside the building is possible. The NFPA 1500 document should be the corner stone upon which each fire department attempts to meet the highest standard of safety. There are sections such as physical fitness requirements and recruiting that may require a different approach by the fire department.

### **Definition of Terms Used in the Registration Form**

#### **6. - Fire and Fire Related Emergencies:**

**Structural:** means the activities of rescue, fire suppression, and property conservation in buildings, enclosed structures, vehicles, vessels, or like properties that are involved in a fire or emergency situation. Departments should have firefighters trained to NFPA 1001,

protective personal equipment, down alarms, accountability system, adequate water supply, pumping capacity and an incident command system. Departments should also have proper training and protective clothing for wild land fires in accordance with the Department of Natural Resources' provincial standard. Shipboard firefighting, if provided, should be carried out following the NFPA standard 1405 1996 Edition Guide for Land-Based Fire Fighters Who Respond to Marine Vessel Fires. Protection of Aircraft at airports by volunteers, if provided, should be in accordance with Transport Canada guidelines.

**Defensive:** means actions that are intended to control a fire by limiting its spread to a defined area, avoiding the commitment of personnel and equipment to dangerous areas. Defensive operations are generally performed from the exterior of structures and are based on a determination the risk to personnel exceeds the potential benefits of offensive actions. Fire departments without the ability to carry out structural firefighting may register as providing property protection through defensive strategies. Rescue may be undertaken if the benefit warrants the risk. Departments should have proper training and protective clothing for wild land fires in accordance with the Department of Natural Resources' provincial standard.

**N/A:** means the department does not respond to these calls.

#### **7. - Medical Emergencies:** response to known medical emergencies.

**Registered First Responder:** means responders registered with the Department of Health through EHS first responder program and respond to medical calls or provide medical assistance at the scene of an incident.

**Medical Assistance:** means responders who have standard or emergency first aid and respond to medical emergencies or provide medical assistance at a response incident. Equipment includes a first aid kit.

**8 to 14 - The following terminology is used in respect to vehicle rescue, water rescue, ice rescue, structural/excavation collapse and high angle rescue:**

These activities should be carried out in accordance with NFPA 1670 Standard for Rescue, 1999. Generally, these terms mean:

**Technician:** First responder at the technicians level are those persons who respond, as either initial call out or as a mutual aid response to contain and control the incident. This level of service usually will provide a high degree of intervention.

**Operations:** First responders at the operations level are those persons who respond as the initial response to an incident for the purpose of protecting nearby persons, the environment, or property from the effects of the incident. First responders at the operations level are expected to respond in a defensive fashion to control, prevent a worsening of the incident and provide services within their capabilities.

**Awareness:** First responders at the awareness level are those persons who, in the course of their normal duties, could be the first on the scene of an emergency. First responders at the awareness level are expected to recognize the situation, call for trained personnel, secure the area and provide minimum intervention.

Refer to Standard 1670, but, for example, these terms mean:

**8. - Vehicle Rescue:** means removal of victims from a vehicle following an accident. This may require elaborate or simple tools and knowledge depending upon the incident. The first responder should be aware of the department's abilities and when it is necessary to request a higher level of service.

**Technician:** properly maintained complete set of heavy hydraulic extrication equipment and associated spreaders, cutters, rams, chains, cribbing, etc. and trained as a team to use the equipment, recognize hazards and protect the victim.

**Operations:** properly maintained hand tools, manual hydraulic tools, air tools, and trained as a team to use the equipment, recognize hazards and protect the victim.

**Awareness:** Does not have the equipment for extrication but does respond to motor vehicle accidents.



**9. - Water Rescue:** means rescue of individuals from rivers, lakes, ponds, and may include body retrieval.

**Technician:** survival suits, water rescue kit, if diving is provided-- appropriate equipment for conditions, a boat including life jackets. Training to a level for the service provided, either surface rescue or diving. Ropes and other similar equipment should meet NFPA 1983 Standard on Fire Service Life Safety Rope and System Components 1995 Edition.

**Operations:** approved life jackets for each rescuer, throw ropes, life ring with rope, a boat. Training should include boating safety. Ropes and other similar equipment should meet NFPA 1983 Standard on Fire Service Life Safety Rope and System Components 1995 Edition.

**Awareness:** Responds but does not have the equipment or training.

**10. - Ice Rescue:** Rescue of individuals from extremely cold water or ice.

**Technician:** full ice rescue kit including floatation suit and ice board or equivalent. Training for cold water rescue. Ropes and other similar equipment should meet NFPA 1983 Standard on Fire Service Life Safety Rope and System Components 1995 Edition.

**Operations:** approved life jackets for each rescuer, throw ropes, life ring with rope. Trained respecting safety rescuer and victim. Ropes and other similar equipment should meet NFPA 1983 Standard on Fire Service Life Safety Rope and System Components 1995 Edition.

**Awareness:** Responds but does not have the equipment or training.

**11. and 12. - Structural and Excavation Collapse:** rescue of persons for collapsed ditches, etc. or collapsed structures. There are five levels of service--each department should examine the document to determine their own level of ability.

**Technician:** providing this service should meet the full requirements of NFPA 1670.

**Operations:** provides a medium level of service in accordance to NFPA 1670.

**Awareness:** assists visible victims; prevents further collapse.

**13. - High Angle Rescue:** Rescue of persons from building faces, cliffs trees or other locations where individuals must be lowered or raised by the rescuer.

**Technician:** equipment recommended by and training provided by a recognized high angle rescue organization.

**Operations:** Ropes and other similar equipment should meet the NFPA Standard, gloves, protective clothing required for the particular incident. Training on knot tying.

**Awareness:** secures the scene, stabilizes the incident.

**14. - Hazardous Materials:** Response to chemical incidents. All levels should be in accordance with NFPA 472 1997 Edition Standard on professional Competence of Responders to Hazardous Materials Incidents. Fuel spills such as oil, gas and diesel may be handled by all three levels if the spill is minor and stabilized. There is a wide range of service, from a domestic oil spill to an upset gasoline tanker. The important fact is knowing the department's limitations.

**Technician:** Hazardous materials technicians are those persons who respond to releases or potential releases of hazardous materials for the purpose of controlling the release. Hazardous materials technicians are expected to use specialized chemical protective clothing and specialized control equipment.

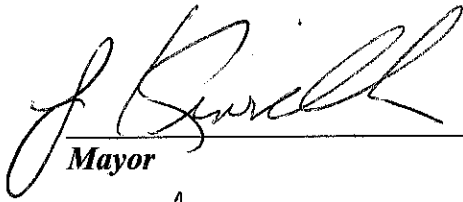
**Operations:** First responders at the operations level are expected to respond in a defensive fashion to control the release from a safe distance and keep it from spreading.

**Awareness:** First responders at the awareness level are those persons who, in the course of their normal duties, could be the first on the scene of an emergency involving hazardous materials. First responders at the awareness level are expected to recognize the presence of hazardous materials, protect themselves, call for trained personnel and secure the area.

**15. to 17. - Ground Search and Rescue/Confined Space Entry and Confined Space Rescue:** self-explanatory.

**Provider:** meets the Nova Scotia Emergency Measures Organization's provincial standard for SAR teams.

**Assistance:** members are under the control of a SAR team.

  
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**Mayor**

March 18, 2008  
**Date**

  
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**Chief Administrative Officer**

March 18, 2008  
**Date**