



## City of St. John's Corporate and Operational Policy

**Policy:** 09-03-01 Manual of Policy and Standard Operational Procedures

**Status:**

**Issued By:** St. John's Regional Fire Department

**Revision No:**

**Revision Date:**

**Date of Original Council**

**Approval:**

**Rescind Date:**

**Index:** 09 Community Service

**Section:** 03 St. John's Regional Fire Department

**Title:** 01 Manual of Policy and Standard Operational Procedures

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### **Purpose**

To state the policies and operating procedures governing the St. John's Regional Fire Department. They are managerial statements and/or directives that would focus on adherence and compliance to the St. John's Regional Fire Department Act and Regulations; the Collective Agreement between the City and the Association and any other managerial statement that may be adopted.

### **Policy Statement**

In 1993 the St. John's Regional Fire Department adopted the *Manual of Policy and Standard Operational Procedures*, and it available under separate cover. It includes the following policies and procedures:

- #1 - Release of Pay Cheques While on Sick Leave
- #2 - Policies
- #3 - Light Duty Assignment
- #4 - Court Time
- #5 - Time Off
- #6 - Criminal Charges
- #7 - Wearing of Firefighting Protective Clothing
- #8 - Dispatching of Emergency Calls
- #9 - Annual Leave/Temporary promotions
- #10 - Reassign Schedule for Training

- #11 - Procedures for Motor Vehicle Accidents Involving Department Apparatus While Responding to Emergencies
- #13 - Training Course Applications Outside Agencies
- #14 - Granting of Family Responsibility Leave
- #15 - Dealing With Forms For Injury on Duty Claims
- #16 - Proper Use of Heat Resistant (NOMAX) Hoods
- #17 - Reporting for Duty During Bad Weather Conditions or During declared emergency
- #18 - Personnel Having Possible Contact with H.I.V. or Hepatitis Virus
- #19 - Testing and Changing of Fire Department Hose
- #20 - Exiting Appliances in Front of Stations
- #21 - Personal Safety Whilst Riding in Granny Seat
- #22 - Backing Appliances
- #23 - MacDonald Fire Safety House Trailer Hook-Up
- #24 - Use of Hydrants
- #25 - Flammable or Combustible Liquid - Spill or Leak - Sites and Excavations
- #26 - Emergency Response to Areas Not Covered By These Policies or to Areas Outside the Department's Jurisdiction
- #27 - Replacement of Portable Fire Extinguishers on Appliances
- #28 - Issuing of Burning Permits Within the Cities of St. John's and Mount Pearl
- #29 - To Inform City's Electrical Inspection Division of Houses or Buildings Damaged by Fire Where Power Supply is not Disconnected
- #30 - Fire Investigation

### **Application**

### **Responsibilities**

St. John's Regional Fire Department.

### **Definitions**

### **References/Appendix**

### **Monitoring and Contravention**

### **Approvals**

Never formally approved by Council.

### **Review Period**

**Available to Public**

- ☐ Yes
- ☐ No