

Office of the NWT Fire Marshal

Community Fire Protection Assessment – Self Administered

Community: _____ Assessed by: _____

Date: _____ Position/Title of Assessor: _____

NI* = Needs Improvement

CATEGORY	CRITERIA	YES	NO	N/A	NI*	COMMENT
1:Fire Department Operations	a) Fire Protection By-law/BCR in place?					
	b) Roles & Responsibilities of <i>Officers & members</i> identified?					
	c) Fire protection boundaries/area identified and clear?					
	d) <i>Service levels</i> identified by By-law/BCR?					
2:Fire Department Organizational Structure	a) Established <i>Chain of Command</i> for emergencies?					
	b) Established Chain of Command for non-emergencies?					
	c) Established reporting relationship/accountability to Council?					
	d) Fire Department routinely reports to Council?					
3:Financial Management	a) Fire Department has established annual operating budget?					
	b) Annual budget meets operational requirements?					
	c) Fire Department has annual capital budget?					
	d) Capital budget meets reasonable annual requirements?					
	e) Fire Department has authority to expend funds from budget?					

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4:Human Resource Management	a) Fire Department <i>members</i> are compensated for their work at emergencies?					
	b) Fire Department <i>members</i> are compensated for their work at training events?					
	c) There are job descriptions in place for <i>officers</i> and <i>members</i> ?					
	d) There are rules and regulations governing the behavior of <i>members</i> ?					
	e) There are individual records kept on file for all <i>members</i> ?					
	f) Membership on Fire Department approved by Council?					
	g) Fire Department <i>members</i> covered by community insurance policies?					
5:Fire Department Employee Development and Training	a) There is a formal training plan established?					
	b) <i>Members</i> train a minimum of 5 hours per month?					
	c) Training aids in place to meet training plan?					
	d) Training facilities in place to meet training plan?					
	e) Training plan follows NWT standards?					

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6:Command and Control	a) Fire Department follows an <i>Incident Command System</i> ?					
	b) <i>Members</i> have authority to perform duties under the Fire Protection By-law/BCR?					
	c) Standard <i>Operating Guidelines</i> are in place for response to emergencies and for fireground operations?					
	d) Fire Department restricts operations to those authorized by Council under the By-law/BCR?					
7:Communications	a) Fire Department has reliable emergency contact system accessibly to the public?					
	b) Fire Department can communicate an alarm of fire to its <i>members</i> ?					
	c) There is radio communication among <i>members</i> & Fire Department vehicles?					
	d) There is a communications policy in place?					
	e) There is a reliable <i>community alerting system</i> in place?					

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8:Emergency Response Equipment and Apparatus	a) Fire Department has sufficient fire <i>apparatus</i> /vehicles to perform mandated duties?					
	b) Fire Department has sufficient fire equipment to perform mandated duties?					
	c) <i>Apparatus</i> is maintained in a state of emergency readiness at all times?					
	d) Equipment is maintained in a state of emergency readiness at all times?					
	e) Routine preventative maintenance is performed on all <i>apparatus</i> ?					
	f) Routine preventative maintenance is performed on all equipment?					
9:Fire Halls/Buildings	a) There is adequate space to perform routine maintenance on <i>apparatus</i> and equipment?					
	b) There is a sterile area to service <i>Self-Contained Breathing Apparatus</i> ?					
	c) There is an industrial sink c/w hot and cold water to clean equipment?					
	d) There is adequate space to train?					
	e) There is adequate space to store equipment?					

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10:Water Supply	a) Fire Department has a water plan in place to facilitate reliable sustained supply of water for fire suppression activities?					
	b) Community tanker trucks are assigned to augment water supply during emergencies?					
11:Road System	a) Roads are maintained to allow passage of fire apparatus?					
	b) Adequate road access is provided to all areas of the fire protection area/boundary?					
12:Emergency Planning	a) There is a community emergency plan in place?					
	b) The emergency plan is kept current and reviewed/updated annually?					
	c) The community emergency plan is physically exercised a minimum of every 3 years with <i>tabletop exercises</i> annually?					
13:Public Education	a) Fire Department participates in Fire Prevention Week activities annually?					
	b) Fire Department lectures on fire safety at community schools?					
	c) Fire Department participates in and supervises school fire drills?					
	d) Fire Department educates the public on fire prevention and risk reduction?					

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14:Enforcement	a) Fire Department performs routine fire safety inspection of public buildings within the community?					
	b) Fire Department causes corrective action for fire/life safety hazards encountered?					
15:Fire Investigation	a) Fire Department reports all fires to the Office of the Fire Marshal?					
	b) Fire Department investigates in a general way all fires to determine the cause, origin and circumstances contributing to the outbreak of the fire?					

Thank you for participating in this self-assessment of your communities fire protection system. Staff of the Office of the Fire Marshal will evaluate the results of this assessment and the information provided may be validated for internal purposes. Any questions or clarification on criteria may be directed to your regional Assistant Fire Marshal or the Office of the Fire Marshal in Yellowknife headquarters.

The information provided will contribute to the overall determination of merit award eligibility. Additionally, the Office of the Fire Marshal may respond back to the community for additional information and may offer recommendations to improve the local fire protection situation.

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Definitions:

<i>Apparatus</i>	Fire trucks, ambulances, hazardous materials vehicles, rescue vehicles, etc.
<i>BCR</i>	Band Council Resolution
<i>Chain of Command</i>	Organizational Chart of line and staff functions of the fire department.
<i>Community Alerting System</i>	Typically a fire siren or emergency broadcast system that will alert the entire community to an emergency situation.
<i>Incident Command System</i>	A command and control structure used by emergency responders to ensure proper flow of information, command decisions and intervention of the emergency situation.
<i>Members</i>	Those persons that are formally accepted as belonging to the fire department.
<i>Officers</i>	Usually includes the Fire Chief, Deputy Fire Chief, Captain, Lieutenant and/or Safety Officer of the fire department
<i>Operating Guidelines</i>	A written guide on how a common task or situation is normally handled. An example would be, the mandatory use of restraining devices (seat belts) while riding emergency vehicles to fire scenes or, the mandatory use of Self-Contained Breathing Apparatus in smoky areas or confined spaces.
<i>Preventative Maintenance</i>	Those measures that will include routine and regular servicing of equipment and apparatus to ensure that the device will work to its full potential. Measures will include changing oil, filters, lubrication, tightening, repairing, adjusting, etc.
<i>Self Contained Breathing Apparatus</i>	Air pack assemblies, tank, regulator and mask
<i>Service Levels</i>	Those duties that are assigned to the fire department and may include fighting structure fires, performing building rescue, ice rescue, dive rescue, motor vehicle extrication, pre-hospital emergency care, wildland fire fighting, aircraft fire fighting and rescue, hazardous materials intervention, etc.
<i>Tabletop Exercises</i>	Dry run of an emergency response on paper without actually committing physical resources to the task. A paper exercise to test an emergency response, hypothetically.