



Barrie Fire & Emergency Service

All Staff Policies & Procedures

451

Encampment Fire Documentation

Approved by: Chief Cory Mainprize	<i>Cory Mainprize</i>
Approval Date:	December 2, 2022
Revised/Reviewed Date:	November 18, 2022
Initial Policy Date:	November 18, 2022
Subsection:	A.OA.450-A.OA.549
Review Period:	Annually
Review Assignment:	Fire Chief
Policy Status:	New
Current Version #:	01

Policy Statement

It is the policy of Barrie Fire and Emergency Service (BFES) to document encampment fires within the City of Barrie and notify stakeholders of the event, should the occurrence happen on non-City property.

Procedure

Section #1 Application
Section #2 Responsibility
Section #3 Procedure
Section #4 Definitions
Section #5 Resources

1. APPLICATION

1.1. This policy and its procedures apply to all staff of Barrie Fire and Emergency Service.

2. RESPONSIBILITY

- 2.1. It is the responsibility of all staff members to understand and adhere to this policy and procedure.
- 2.2. It is the responsibility of all Officers/Acting Officers to work in compliance with this policy and procedure.
- 2.3. It is the responsibility of all staff to comply with Barrie Fire and Emergency Service PAP # 002 Policy & Procedure Compliance.

3. OVERVIEW

Encampment fires, regardless of size, shall be properly documented per the procedure below. The Officer in Charge shall document all of the following items.

3.1 (a) The fire occurs on City of Barrie property follow the following steps starting at 3.2

3.1 (b) The fire occurs on private property, contact the owner/property manager to clean up and remediate the site. City of Barrie Environmental Services does not respond unless there is known off site impact. When foam is used or there appears to be hazardous substances, on private property a call shall be directed to the Ministry of the Environment Spills Action Centre to document the activity.

3.1 (c) The fire occurs on MTO property, document the following for the MTO report - Hwy Closure, Detours (If any) and, if in Winter, material to address possible icy conditions, if required.

This info is to be passed along to the Compass Operations Centre:

3.2 Contact the Outreach Support Agencies (ie Busby) to attend on scene to speak to the affected occupant(s) and assist with accommodation needs. Barrie Police can also assist with the request.

3.3 A serious injury or fatality requires the scene to be held by Barrie Police Service (in City) or OPP (on MTO lands) until after the OFM investigation. Contact the OFM via Communications in standard protocol.

3.4 Use the what3words app to confirm location point of fire (document the three words exactly or screen shot to share with other departments.)

3.5 Photograph the scene on a City issued cell phone to document location and size of fire, and include these photos in the email report to the group.

3.6 Should any City structures or systems be impacted (pumping station, shed, public washroom etc.), have Communications alert the appropriate City department.

3.7 On City owned Property, contact Environmental Services to initiate inspection and remediation of site. If site is being held for OFM, advise a timeline if known to the EO.

3.8 The fire has occurred in an area with a watercourse (Flowing or standing water, stormwater management pond, creek, ditch) Environmental Services will need to be advised to address the matter.

3.9 Document how much water was utilized to extinguish the fire. Report the volume and measurement (gallons/liters) for the Environmental Officer report.

3.10 Document how much foam concentrate was used during extinguishment. This is required for the Environmental Officer report.

3.11 Document the type of materials involved in the fire and include anything hazardous (Lead acid, NiCd, Lithium batteries, oils/greases, propane cylinders, latrine, needles) for the Environmental Officer to be prepared to address.

3.12 Document the approximate size and volume of burn area.

3.13 Prepare a scene release form if the fire occurred on private property or MTO property.

3.14 Send all the above information to the email group entitled "BFES Encampment Fire Notification" to document the event.

4. DEFINITION(S)

4.1. Encampment –tents, structures, or materials used as to shelter from the elements on properties within the City of Barrie

5. RESOURCES

1. Busby Central Intake - 705-790-7028
2. Busby Outreach Van - 705-790-5654
3. City of Barrie On-Call Environmental Officer - cell # 705-725-3374
4. MTO Compass Operations Centre - (416) 327-8440
5. Ministry of Environment Spills Action Centre - 1-800-268-6060