



2019
Kilkenny Fire & Rescue Service



SMS_DOC_F10
Brigade Orders and Good Practice Notes

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Brigade Order National Incident Command System NICS 01/2019

Title: Application of the National Incident Command System (NICS)

1. The National Incident Command System (NICS) as set out in the “National Incident Command System (August 2007)” issued by the Department of the Environment, Heritage and Local Government shall be applied at all operational incidents and scenario based training.
2. The adoption and application of the NICS provides for the safe, efficient and effective management and deployment of resources, both human and material at all types of operational incidents and scenario based training.
3. The most important aspect of the NICS is the Dynamic Risk Assessment which is recorded once the Tactical Mode has been declared to the crew and via radio to the ERCC. Command Support and the setting up of the Incident Command Board should only be established when all safety critical tasks have been performed and adequate resources are in place.
4. For scenario based training it is not necessary to maintain contact with ERCC.

Kilkenny Fire Service

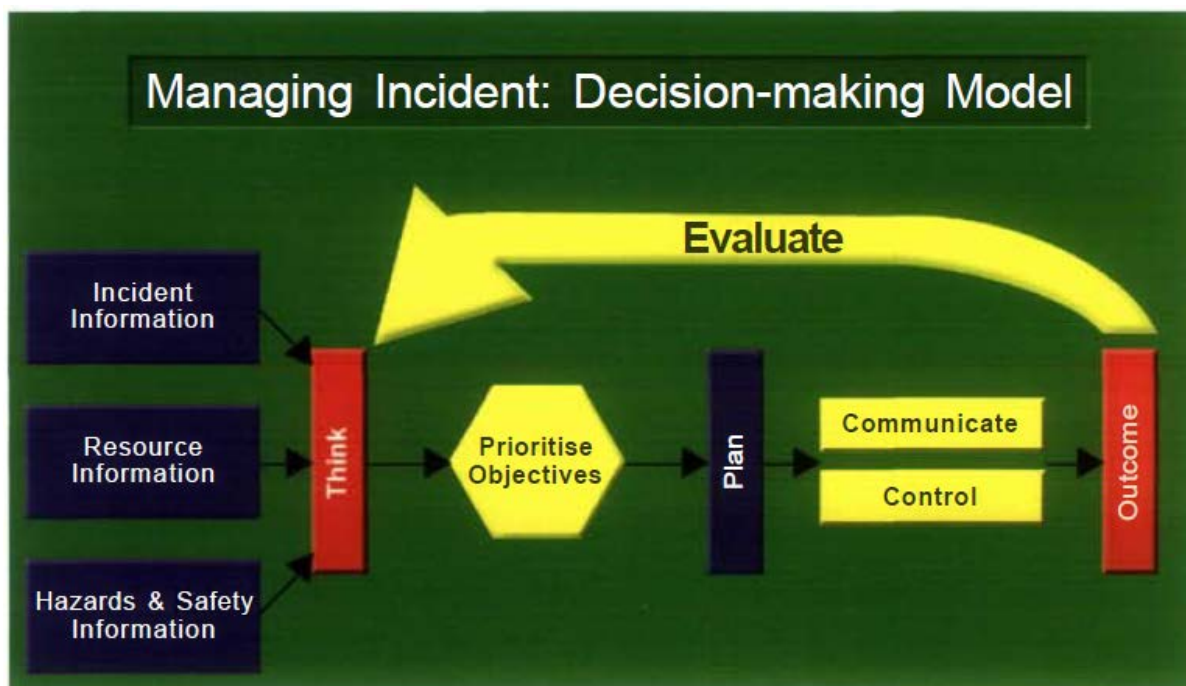
Brigade Order National Incident Command System NICS 02/2019

Title: Acceptability of Risk

Introduction

1. The overriding priority of any Incident Commander is the safety of every person that may be affected by the incident. This must be established by identifying the hazards and risks that are present, identifying and adopting appropriate control measures and ensuring that safe systems of work are implemented and maintained. This will ensure that personnel can carry out their duties, remain safe and ensure the safety of others while doing so.
2. The Dynamic Management of risk can be defined as the continuous process of identifying hazards, assessing risk, taking action to eliminate or reduce risk, and monitoring / reviewing, in the rapidly changing circumstances of an operational incident.
3. Dynamic risk management is carried out by all personnel at an operational incident. The primary responsibility lies with the Incident Commander (IC) who will identify hazards, assess the risks and then make professional judgments in order to use the available resources in such a way as to achieve an acceptable level of safety during work activities.
4. Upon arrival at the incident the first task of the IC must be to gather all available information relating to the incident. This is in addition to information from the caller, received en-route or passed on by persons already in attendance e.g. occupiers or other agencies.
5. The IC must apply professional judgment based on training and experience in conjunction with the content of SOGs and standard fire service procedures based on training provided to decide the most appropriate course of action, weighing the risks of proceeding with a task against the benefits likely to be gained. It is important that all personnel “think before they act rather than act before they think”. The consequences of a wrong decision at this stage may be irreversible.

6. The following diagram presents the decision making process at an incident.



7. There will be occasions when rapid intervention may be necessary to effect immediate rescues or to prevent escalation of the incident. When faced with these situations personnel are likely to be eager to commence operations immediately on arrival. The highest level of Incident Command will be required to ensure that personnel undertaking any role do not act outside agreed safety procedures. In such circumstances, the IC must ensure that personnel are not subjected to unacceptable risks which will outweigh benefits. It is the responsibility of the IC to carry out a Dynamic Risk Assessment and decide whether operations should continue or to adopt a defensive approach until further information has been gathered.

Operational Risk Philosophy

8. The benefits of proceeding with a task must be weighed carefully against the risks, this balance is defined in the National Incident Command System:
- Firefighters will take some risk in a controlled manner to save savable lives.
 - Firefighters will take a little risk to save savable property.
 - Firefighters **will not** take any risk at all to try to save lives or property that are already lost.
9. Therefore, if after implementing all available control measures, the cost (***in terms of risk to life***) of proceeding with a task still outweighs the benefit, the IC must not permit offensive operations to proceed but consider viable alternative courses of action. This is a critical and defining aspect of the IC's operational command responsibility.

10. The ICs decision making process is constrained by what resources are available at the scene, therefore continuous consideration should be given to ensure that critical resources are mobilised as soon as possible.
11. As can be seen from the above the key determining factor in acceptability of risk is whether there is a savable life to save.

Kilkenny Fire Service

Brigade Order National Incident Command System NICS 03/2019

Title: Application of the Tactical Mode

1. In line with National Incident Command System, the Tactical Mode must be declared and communicated at every incident whether or not Command Support has already been put in place at that time.
2. The declaration of the Tactical Mode is the outcome of the initial and subsequent dynamic risk assessments conducted by the incident commander at any incident.
3. The tactical mode should be recorded by command support, ERCC and it should be recorded in any incident log.
4. The tactical mode should be communicated to all staff on the fire ground at that time.
5. The tactical mode should be updated and communicated at least every 20 minutes.
6. It should be considered that Offensive Mode implies that personnel are committed to a risk area.

Kilkenny Fire Service

Brigade Order National Incident Command System NICS 04/2019

Title: Command and Control at Incidents

1. Based on the content of Section 27 of the Fire Services Act 1981 and 2003 (and S.I. 210 of 1987 – Emergency Operations Regulations) the Officer in Charge of the first fire appliance to attend a fire or other emergency is “in control” of operations i.e.

The Officer in Charge of the first fire appliance at the scene of an incident is the Incident Commander and is in command as envisaged under the National Incident Command System (NICS) and the above legislation.

2. In normal circumstances within County Kilkenny this will be a crew from the Fire Station in whose operational area the incident has occurred. If crews from other Fire Stations subsequently arrive they will be under the command of the initial Incident Commander.
3. Within County Kilkenny all personnel of a particular rank are considered equal therefore where all crews are commanded by officers of equal rank the local officer will remain in command. Should an officer of senior rank arrive with a subsequent crew (e.g. Station Officer arrives where Sub-station Officer is the Incident Commander) it is the prerogative of the more senior officer to take over command of the incident after a sufficient risk assessment and briefing has taken place.
4. Should a crew from a neighbouring Station Area within County Kilkenny be first in attendance and subsequently a crew from the local station arrive with an Officer-in-Charge of equal rank to the first crew, a hand-over of command should be included in subsequent operational planning. This is to be done in order to ensure that the officer in whose area the incident is occurring takes command if and when ready and that the first appliance to leave the scene should be from the neighbouring station area in order to re-establish normal levels and locations of fire cover within the county as soon as reasonably feasible.
5. The RSFO in attendance can decide to take command of any incident subject to carrying out a reconnaissance, risk assessment and hand-over from the existing Incident Commander.
6. On attendance of the RSFO any Incident Commander can request the RSFO to take command of the incident. The RSFO will accede to all such requests subject to carrying out a reconnaissance, risk assessment and hand-over from the existing Incident Commander.

7. Any hand-over of command should be relayed to the ERCC to ensure a record is maintained.
8. Tipperary, Wexford, Laois and Carlow County Fire Services have designated parts of their functional areas in Pre-Determined Attendances (PDAs) to Fire Stations in County Kilkenny in line with S.27(a) of the Fire Services Act 1981. When mobilised to such areas the Officer-in-Charge of the first attending fire appliance will automatically be the Incident Commander. The RSFO for such incidents will be the RSFO from the county in which the incident is occurring.
9. Similarly to paragraph 8 above, Kilkenny Fire Service has PDAs which allow for brigades from Tipperary, Wexford, Waterford, Laois and Carlow entering Kilkenny. The RSFO for such incidents will be the Kilkenny RSFO.
10. It is the prerogative of the most senior ranking officer from the county where the incident is occurring to assume command of the incident under the National Incident Command System.
11. For Command Level 3 incidents, the RSFO on call should generally be the Incident Commander.
12. For Command Level 3 incidents, the Incident Control Unit should be mobilised.

Kilkenny Fire Service

Brigade Order National Incident Command System NICS 05/2019

Title: Crewing Levels on Appliances

Background

1. The instructions contained in this document are designed to provide certainty to Incident Commanders in relation to the resources they can expect based on the PDA for the incident type or when they instruct the ERCC to increase the number of appliances at an incident.
2. Incident Commanders perform a Dynamic Risk Assessment at all incidents based on the principles of acceptability of risk contained in the National Incident Command System (NICS) and specified in other Brigade Instructions. As part of this process, having weighed the risks against the benefits, Incident Commanders formulate an initial plan based on currently available resources / pre-determined resources as outlined on the initial alerting information received from the ERCC. In addition at any stage after being alerted the Incident Commander may determine that additional resources are required to fully resolve the incident safely and request additional resources accordingly.
3. As part of the Dynamic Risk Assessment process the Incident Commander may re-evaluate the operational plan as the emergency situation develops. Key moments in this process include when additional resources arrive on scene as this may offer an opportunity to the Incident Commander to amend the original operational plan.
4. As other incidents may be occurring elsewhere at the same time the Incident Commander may not be aware of the Fire Stations from which resources have been mobilised in response to the initial alert or subsequent "make-up" message to the ERCC. If the time of arrival of additional resources is considered a key determination in relation to the development of operational plans Incident Commanders should request and monitor, through the ERCC, the "estimated time of arrival" (ETA) for each additional resource requested.

Minimum Crewing Levels

5. Minimum crewing levels on fire appliances for all fire stations are:
 - a. 5 personnel on the first pump mobilised from a station, to include a designated Incident Commander (A person who has completed a Three-day NICS Course and is the rank of Appointed Driver or higher) and a qualified driver (A person who had a Class C driving licence). The ERCC should be contacted with instructions to alert the next nearest station if it

becomes apparent there is insufficient staff numbers and not later than 10 minutes after the initial alert.

- b. The maximum number of personnel per vehicle is determined by the number of seats fitted with seat belts in the vehicle.
 - c. Subsequent to the ERCC being contacted to alert the next nearest station due to insufficient personnel being present to achieve minimum crewing levels, additional personnel may arrive in the station sufficient to achieve minimum crewing levels. In such circumstances the officer-in-charge may mobilise to the incident and inform the ERCC by standard message.
6. In 2-pump stations, minimum crewing levels for the first pump are as above, minimum crewing levels for a second pump are:
- a. 4 personnel on the second or subsequent pumps mobilised from the same station. The ERCC should be contacted with instructions to alert the next nearest station if it becomes apparent there is insufficient staff numbers and not later than 10 minutes after the initial alert.
 - b. If subsequent to the ERCC being contacted to alert the next nearest station due to insufficient personnel being present to achieve minimum crewing levels additional personnel arrive in the station sufficient to achieve minimum crewing levels the officer-in-charge may mobilise to the incident and inform the ERCC by standard message.

Crewing levels - special appliances (HP, Tanker and ET)

7. Crewing levels on special appliances include:
- a. The maximum number of personnel per vehicle is determined by the number of seats in the vehicle fitted with seat belts.

Hydraulic Platform

- b. The minimum crew with a Hydraulic Platform (HP) should be two personnel.

Emergency Tender

- c. Inside the Kilkenny Station area, the A1 will normally deploy ahead of the Emergency Tender (B1). Outside the Kilkenny Station area, the Emergency Tender (B1) will normally be sent as required.

Water Tankers

- d. The normal crew for a Water Tanker will be two personnel but can be reduced to one at the discretion of the Incident Commander based on a dynamic risk assessment.

Equipment Carriers i.e. Vans or Jeeps

- e. Normal crew for a van or jeep is one subject to risk assessment.
- f. Support appliances can be mobilised at the discretion of the Incident Commander.

The mobilization of vehicles with under-strength crewing on Class B appliances can only be sanctioned by the Junior Officer based on a risk assessment. A Near Miss report should be submitted when such a mobilization occurs. An additional crew should be mobilised to the incident.

Use of additional personnel:

- 8. Additional personnel over what has been mobilised by ERCC may be available in station:
 - a. Additional available personnel in a fire station at time of mobilization may travel on the first or subsequent responding appliance at the discretion of the Officer-in-Charge of the vehicle. The maximum number of personnel per vehicle is determined by the number of seats fitted with seat belts.
- 9. When sufficient personnel to fulfil key roles e.g. Incident Commander, driver, HP operator etc. are present in the fire station a crew will immediately mobilise to ensure the quickest response time possible. It is not acceptable to wait for a particular officer or driver thereby delaying the response.
- 10. Where it is necessary to “Tag” any crew or station (Such as where there is insufficient crew available and another station should automatically be called to any incident) then it will be the responsibility of the Station Officer or in his absence the Sub Station Officer to inform ERCC to tag the crew or station. The RSFO should be informed by the SO that the tag has been placed. It is the responsibility of the officer who applied the tag with ERCC to remove same when appropriate.

Kilkenny Fire Service

Brigade Order Health, Safety & Welfare HS&W 01/2019

Title: Health and Safety in the Fire Service

1. Kilkenny Fire Service has a Safety Statement for each station and these are considered to be key documents in relation to the safety, health and welfare of all personnel. They are updated on a regular basis following extensive stakeholder consultation to ensure that its contents are appropriate and up to date. All activities, training and operations undertaken by Kilkenny Fire Service shall be in accordance with the content of the relevant Fire Service Safety Statement.
2. The adoption and application of the content of the Safety Statements provides for the safe, efficient and effective management and deployment of resources, both human and material, at all types of operational incidents and in training.

Kilkenny Fire Service

Brigade Order Health, Safety & Welfare HS&W 02/2019

Title: Risk Assessment in the Fire Service

1. The five basic principles of risk assessments in Kilkenny Fire Service are:
 - Identify the hazards
 - Decide who might be harmed and how
 - Evaluate the risks and decide on precautions
 - Record the findings and implement them
 - Review the assessment and update if necessary.
2. The risk assessment process in Kilkenny Fire Service includes:
 - whether or not the fire service is required to undertake a particular activity – reflected at a strategic level in the Pre-Determined Attendances (PDAs) published for each incident type
 - what specific activities employees have to carry out
 - the hazards present whilst these activities are being undertaken
 - both the likelihood of an injury occurring and its severity arising from exposure to each hazard (i.e. the risk)
 - implementing control measures to reduce the risk to a level that can be considered as low as is reasonably practicable.
3. Control measures for Kilkenny Fire Service involve some or all of the following:
 - Standard Operating Guidance (SOGs)
 - Effective operational equipment
 - Personal Protective Equipment
 - Realistic training and exercising

Consultation

4. Nearly all of the risk assessments in the Safety Statement are reviewed by the Safety Committee. These Safety Representatives shall liaise with their colleagues in their home stations and consult with them as part of the review process.
5. The output of the group is reviewed by senior management and circulated to all fire stations by virtue of the Fire Service Safety Statement.

Kilkenny Fire Service

Brigade Order Health, Safety & Welfare HS&W 03/2019

Title: Personal Protective Equipment (PPE)

1. All Personnel must don their full Personal Protective Equipment (PPE) in the Muster Bay of the Fire Station before mounting an appliance to include;
 - Fire-fighting Tunic
 - Fire-fighting Leggings/salopettes
 - Anti-Flash Hood (Full body)
 - Firefighters' Boots
 - Fire Helmet (can be carried on board rather than worn)
 - Fire-fighting Gloves (can be carried on board rather than worn)
2. Items of clothing / PPE that include straps other securing mechanisms e.g. helmets and goggles shall always be properly secured and fastened to give maximum protection unless otherwise directed by the Incident Commander / Sector Commander.
3. In addition, when mobilised to an RTC or any incident where bodily fluids are reasonably expected to be present, personnel should consider wearing 2 no. layers surgical gloves (double glove) underneath their Fire-fighting gloves.
4. High Visibility Jackets must be worn at all road based incidents or in the vicinity of moving vehicles i.e. anywhere that personnel may be at risk of being struck by a vehicle.
5. Personnel must wear safety glasses (this includes the in-built safety glasses in helmets) at all Road Traffic Accidents or other incidents where there may be a risk of eye injury.
6. When standing-to, personnel must wear standby PPE in line with the Safety Statement.
7. On occasion, depending on the Incident, personnel may be required to wear Flooding or River Rescue PPE in lieu of or in addition to Fire-fighting kit – on such occasion all relevant PPE should be worn.

8. The wearing of full fire kit at fires or other incidents may be relaxed at the discretion of the Incident Commander in circumstances where such a relaxation is conducive to the efficiency of the actual task to be carried out. The prime consideration is to maintain adequate personal safety and protection and presenting a satisfactory public image. Therefore the relaxation can only be authorized by the Incident Commander following a Dynamic Risk Assessment.
9. PPE shall be kept clean and in a good state of repair. Any loss, defect, damage or wear is to be reported to the Officer in Charge. A fire-fighter may be held responsible for loss, neglect or abuse of PPE.
10. All issue of PPE is to be recorded by SACFO dealing with PPE on the Headquarters computer record system.
11. No item of PPE that should be interfered with in any manner and no logos, names or other additions should be visible on any PPE.
12. All dress uniform and all other clothing or uniform material issued by Kilkenny Fire Service shall not be worn by personnel outside of official duties unless prior approval has been given in writing by the Chief Fire Officer or the Senior Fire Officer in charge of Operations.
13. All items of PPE and uniform clothing must be returned to the Brigade upon retirement / resignation from the Brigade.
14. Only PPE issued by Kilkenny Fire Service is to be used in training or at incidents.

Kilkenny Fire Service

Brigade Order Health, Safety & Welfare HS&W 04/2019

Title: Use of Seat Belts

1. The maximum number of personnel permitted in a fire service vehicle is determined by the number of seats in the vehicle that are fitted with seat belts.
2. Seat belts should always be worn in fire service vehicles with the exception of when fire-fighters are instructed to don BA in transit.
3. In certain circumstances, following a Dynamic Risk Assessment, by the Officer in Charge of the vehicle, it may be deemed appropriate to don BA en route. This will be permitted at the discretion of the Officer in Charge following a dynamic risk assessment which will consider the road conditions and the nature of the call.
4. Whilst the crew are donning the driver will proceed with reasonable caution. Once the BA sets have been donned and seat belts secured the driver may once again "make progress".
5. In line with Road Traffic legislation, it shall be the personal and final responsibility of the staff member to wear a seat belt and thus protect their own safety, health and welfare.

Kilkenny Fire Service

Brigade Order Health, Safety & Welfare HS&W 05/2019

Title: Visitors to a Fire Station and Contractors

1. The Kilkenny Fire & Rescue Service Procedure for Engaging and Inducting Contractors shall be adhered to by Fire Service Staff at all times.
2. Every company or person who undertakes work for Kilkenny & Rescue Fire Service must be appointed in writing and have a Contractor ID Number.
3. Every individual who undertakes work for Kilkenny Fire & Rescue Service must be given a safety induction and have an induction number. Where a company has been appointed and has a contractor number but the person is not inducted; then they may be inducted by the Station Officer or Sub-Station Officer using the induction pack. The induction process must then be reported in writing to the Senior Fire Officer who is coordinating Health and Safety.
4. As part of a person's induction they are required to sign the Fire & Rescue Service Safety Statement (in the relevant Fire Station) once in each calendar year.
5. All such persons mentioned in 2-4 above will be required to fill out the Contractor Control Register book each time they visit. The staff member who gives them access to the Fire Station should ensure that this register is properly filled out.
6. Kilkenny Fire & Rescue Service staff from other stations are not required to sign the Visitors/Contractor's book.
7. Any other visitors to Fire Station (not a contractor or staff member) are required to fill in the Visitors Section of the Contractor Control Register book on arrival and departure. The staff member who gives them access to the Fire Station should ensure that this book is properly filled out.

Kilkenny Fire Service

Brigade Order Training TRG 01/2019

Title: Training in Kilkenny Fire Service

1. People are the most valuable asset of the fire service. It is vital, therefore, that they are properly trained and equipped in order that they can perform to the highest possible standard.
2. The fire service has a tradition of providing both on-the-job and developmental training. It is vital that this training leads to the performance of fire service work in as safe a way as is reasonably practicable:
 - at the time they are recruited; and
 - when they are exposed to new or increased risks when they change work, take on new responsibilities or through the introduction of new equipment or systems of work.
3. The training is:
 - repeated where appropriate;
 - adapted to take account of new risks to employee's health and safety
4. It is the policy of Kilkenny Fire Service to ensure that all personnel are given sufficient training in terms of the hazards and risks to which they are exposed through practical training in the skills and techniques they need to protect their health and safety. This will include training in:
 - safe systems of work;
 - safe handling techniques; and
 - how to use personal protective equipment properly.
5. Firefighting is a hazardous profession and it is acknowledged that there will be occasions when firefighters may be exposed to risks to their personal safety. At an incident there will be some risk to firefighters by virtue of the nature of their role. In order to prepare the firefighter for the hazards faced at incidents it is necessary for them to experience the physical and mental effects created by exposure to these hazards. This will reduce the risk of firefighters at incidents. Operational training sets out to achieve this by exposing personnel to risk in a realistic, controlled environment. However, Kilkenny Fire Service ensures with its instructors that the risks to which personnel are exposed during training must be based on realistic scenarios and are in proportion to the risks at operational incidents.
6. The intent of providing operational training shall be to provide personnel with the ability to recognise hazards, assess the potential risks, exercise controls and take the necessary precautions to ensure as safe an outcome as practicable.

Kilkenny Fire Service

Brigade Order Training TRG 02/2019

Title: Off-Site Exercises

1. The Officer in Charge of an Off-Site Exercise must ensure that a Temporary Workplace Risk Assessment (Exercise Risk Analysis Form) is completed prior to the commencement of any off-site Training Exercise and that the appropriate control measures are put in place.
2. A Safety Briefing must also be arranged by the Officer in Charge of any off-site Training Exercise prior to the commencement of any off-site training exercise.
3. A copy of the Temporary Workplace Risk Assessment (Exercise Risk Analysis Form) must be stored in the Fire Station with the training manual after the exercise and submitted with the copy of the Training Manual at the end of the year.

Kilkenny Fire Service

Brigade Order Training TRG 03/2019

Title: Status with ERCC while training.

1. Where a Fire Brigade is leaving their station area for training or other similar activity, the crew commander should call ERCC by phone and ask to be tagged as Mobile and Available (MAV). He should also ask for the next available pump on the PDA to be tagged to any incident in their station area.
2. If the training is in the Brigade's station area but outside of the area in which their alerters can get a signal, then the crew commander should call ERCC by phone and ask to be tagged as Mobile and Available (MAV) but should not request the PDA tag unless he is of the view that due to the nature of the training, the crew will not be in a position to provide a timely response.
3. If the training is within the normal working area for the alerters, then it is at the discretion of the (Sub) Station Officer to decide whether or not to alter the Brigade's status in ERCC.

Kilkenny Fire Service

Brigade Order Operations Ops 01/2019

Title: Compliance with Standard Operational Guidance (SOG)

1. All activities and operations undertaken by Kilkenny Fire Service shall be in accordance with the content of the relevant Standard Operational Guidance (SOG) on adoption by Kilkenny Fire Service in addition to being in compliance with the Safety Statement provided under Safety Health and Welfare Act 2005.
2. All Risk Assessments which have been carried out as part of the SOG process are represented in the Safety Statement.
3. Copies of the Aides Memoire from the SOGs will be carried in all Fire Service Vehicles and each Fire Stations.

Kilkenny Fire Service

Brigade Order Operations Ops 02/2019

Title: Flood Response and Water Rescue

General

1. All Kilkenny Fire Service staff members who are working within 3 meters of open water which is not protected by guard rails, walls etc., and which is greater than knee depth shall wear the appropriate personal floatation device as supplied to all brigades. Where personnel are not wearing the appropriate personal floatation device, they shall not approach within 3 meters of water which is greater than knee depth.
2. Members of Kilkenny Fire Service should not enter water which is greater than knee depth unless they are properly equipped and on the basis of a dynamic risk assessment carried out by the incident commander. The outcome of the dynamic risk assessment should be conveyed to ERCC in addition to the declaration of the tactical mode.
3. In the event of a rescue from deep water being required, the Incident Commander should request Irish Coast Guard and/or An Garda Síochána and/or Civil Defence to be mobilised via the Eastern Regional Control Centre (ERCC) if required.

Kilkenny Fire Service

Brigade Order Operations Ops 03/2019

Title: Use of Chainsaws in the Fire Service

1. When using chainsaws whether in training or at incidents, all activities must be in line with the City and Guilds Unit 305 training and the Chainsaw Awareness for Supervisors training.
2. Only staff members who have current training to City and Guilds Unit 305 level may use, service, work on or work with a chainsaw in the Fire Service.
3. Chainsaw PPE must be cared for and maintained by the person to whom it is issued in line with the manufacturer's instructions for the particular item.
4. The chainsaws themselves shall be maintained in line with the Kilkenny Fire Equipment Maintenance Policy and shall be tested after each use and quarterly. The saws are to be tested annually by the nominated service agent. The chainsaw operator should ensure that the after use tests are being carried out and recorded. The Station Officer should ensure that quarterly tests and annual tests are carried out and recorded. Details of the tests are to be found in the Chainsaw Log Book. The annual test should be coordinated by H.Q. staff via the Brigade Mechanic.
5. Any defects should be managed in line with the instructions in the Chainsaw Log Book and recorded in the Equipment Fault Register if necessary.
6. Chainsaws or chainsaw related equipment may not be borrowed for personal use under any circumstances.

Kilkenny Fire Service

Brigade Order Operations Ops 04/2019

Title: Use of Compressed Air Foam Systems (CAFS)

The use of CAFS is authorised in training and at operational incidents in accordance with the following restrictions:

1. CAFs may only be used by personnel who have been trained in its use or under the direct supervision of a CAFs Instructor.
2. Personnel who have not been trained in its use shall not use any CAFs equipment such as CAFs hose, CAFs branches or foam, or use any pump when it is in the CAFs mode unless they are under the direct supervision of a CAFs Instructor.
3. For fighting structural fires (in any type of building), CAFs should be used only from a defensive (external) position and should only be used without entering the risk area.
4. In exceptional circumstances and based on a risk assessment, an officer may direct the use of CAFs within a building, from an offensive position to the affected compartment. The CAFs team must be covered at all times by an additional fire fighting line supplying sufficient gas cooling capacity.

Example: An attic fire in a bungalow with the ground floor unaffected. A CAFs probe punched through ceiling from below with additional cover from an external manned and charged 45mm line of delivery.

Kilkenny Fire Service

Brigade Order Operations Ops 05/2019

Title: Use of Breathing Apparatus (BA)

Introduction

1. At all incidents where Breathing Apparatus (BA) is worn, a formal procedure for the supervision and control of all BA wearers will be put into operation. The officer in charge will nominate a BA Entry Control Officer and direct a Stage I or Stage II Control to be operated as appropriate. The stage I and Stage II Controls will be operated in accordance with "The use of Breathing Apparatus in the Fire Service (May 2007)"
2. Only personnel who have successfully passed a Breathing Apparatus (BA) Initial Wearers Course and have maintained competence through laid down refresher training shall wear or service Breathing Apparatus sets during fire-fighting operations or in training. (Notwithstanding Para 6 below)
3. Breathing Apparatus should only be worn on the instructions of the Incident Commander/Officer-in-Charge by any personnel that may be subject to respiratory damage including, where necessary, Chimney Fire-fighting and dealing with vehicle fires.
4. Breathing Apparatus Sets should be serviced in accordance with '*The Use of Breathing Apparatus in the Fire Service, May 2007*' and the BA Logbook for the particular BA set will be completed on each occasion. It is the responsibility of the Officer in charge of a Drill Training Night to ensure that all operational BA sets are checked within the appropriate period and that a record of same is recorded in the BA Logbook. Any defects in a BA Set should be recorded in the Equipment Fault Register and the item should be red-tagged as necessary.
5. Anti-flash hoods are to be donned by personnel wearing BA for all training and operational incidents.
6. Personnel who have not been trained in the use of BA shall not use BA unless they are under the direct supervision of a BA Instructor.

Kilkenny Fire Service

Brigade Order Operations Ops 06/2019

Title: **Use of Fall Arrest Systems when Working at Heights**

1. When formulating a plan to Work at Heights, the Incident Commander may choose a course of action based on the presence of On-Site Collective fall prevention features, e.g. barriers, parapets and guard rails in a particular part of the risk area.
2. No Fire Service personnel should work at height without proper equipment or training.
3. Where it has been determined that a task must be carried out while working at height or in a location where a person may be injured by falling from a height, even if it is at or below ground level, no work involved in the task shall take place without the use of a fall arrest system as issued by Kilkenny Fire Service.
4. The following matters must be noted and enforced:
 - Only personnel trained in the use of fall arrest systems are authorized in their use;
 - Firefighters shall not be permitted to work off ladders without being clipped onto the ladder;
 - Firefighters shall not be permitted to work on roofs unless secured by a fall arrest system;
 - Firefighters shall not be permitted to work in any area where they could be injured by a fall without the use of a fall arrest system. This includes routine work in a Fire Station.

Kilkenny Fire Service

Brigade Order Operations Ops 07/2019

Title: Use of the Incident Control Van

1. The Incident Control Van may be located at any Station at the discretion of the Chief Fire Officer. For the purpose of this Brigade Order, it is considered that the Incident Control Van (the van) will normally be located at Castlecomer Fire Station (KK12).

Incident Control Van

2. The Incident Control Van should be considered as a support tool and summoned for any incident where it is required and for any NICS Level 3 incident. It shall be the final responsibility of the Incident Commander (IC) to decide whether to request this vehicle.
3. The vehicle should be sent to the incident with as many staff as deemed necessary to crew it. Typically this will be two staff at most Fire Service incidents and up to five staff for a Major Emergency. If the Incident Commander doesn't specify the numbers, then the Station Officer (SO) of the station where it is housed should estimate required numbers himself.
4. The Castlecomer crew should be alerted via ERCC in the usual way. The IC can do this by asking ERCC to make up KK12. The entire crew should be paid for the first hour. The crew members who are sent with the van should be paid for hours worked in the usual way. The crew members not sent can be dismissed during the first hour.
5. If Castlecomer are involved in the incident at hand and the van is requested by the IC, then additional resources should be made up to take the place of Castlecomer at the incident and priority given to the staffing of the van.
6. The van should be considered to be part of the fleet in the station which it is kept and checked and maintained in the usual way.

Kilkenny Fire Service

Brigade Order Operations Ops 08/2019

Title: Scene Safety at Road Based Incidents

1. All Station Officers and Sub Station Officers shall ensure that in line with the Training Manual for on-going on-station training that all crew members in their station are made familiar with the document “Guidance on Emergency Traffic Management (ETM) by the Fire Service at Road Based Incidents” Published by the National Directorate for Fire and Emergency Management 23rd May 2011.
2. Where RTC training is being delivered, the scene safety component shall be delivered in line with the above document.
3. At all Road Based Incidents, the scene safety component shall be delivered in line with the above document as resources allow.

Kilkenny Fire Service

Brigade Order Operations Ops 09/2019

Title: Driving Emergency Service Vehicles

1. Only personnel who have successfully passed the “Emergency Fire Appliance Driver” (EFAD) course or the “Emergency Services Driving Standard” (ESDS) course or personnel under instruction from a qualified ESDS Instructor may drive a Fire Service Vehicle under emergency (Blue Light) circumstances.
2. All Fire Service vehicles should be driven and maintained in line with the Kilkenny Fire & Rescue Service Safety Manual and the relevant Safety Statements.

Kilkenny Fire Service

Brigade Order Operations Ops 10/2019

Title: Washing Structural Fire Personal Protective Equipment (PPE)

1. Where Structural Fire PPE is being readied for washing; the staff member to whom the PPE is issued must check all pockets and all other parts of the PPE to ensure there are no foreign objects present which could damage the washing machines used by Hunter.
2. After this check is done the same staff member should close all zips and cover all Velcro fasteners and present the PPE to the relevant trained person to book in the wash on the Hunter website.
3. The person booking should also check the pockets and other areas for foreign objects, book the items for washing on the Hunter Website, double bag the PPE in dissolvable bags, place the bagged PPE in the blue duffel bags and book a courier to collect. It remains the personal and final responsibility of the person to whom the PPE is issued to ensure there are no foreign objects in the PPE when it is sent for washing.
4. Thereafter the Station Officer (or whomever s/he delegates) should liaise with the courier in relation to receiving back the PPE.
5. It is the personal and final responsibility of each person to ensure the readiness and state of repair of their issued PPE. (See HSW 03-2019)
6. PPE other than Structural Fire PPE (e.g. flash-hood, gloves etc) may be washed in-station in line with the manufacturer's instructions.

Kilkenny Fire Service

Brigade Order Administration Admin 01/2019

Title: Disciplinary and Grievance Procedures

1. Any officer engaging in disciplinary action against a staff member shall adhere to the document “Kilkenny County Council Disciplinary Policy and Procedure June 2016”
2. Any staff member wishing to enter into the grievance procedure shall adhere to the document “Kilkenny County Council Grievance Policy and Procedure June 2016”
3. All staff shall conduct themselves in line with the requirements of the document “Dignity at Work - Policy and Procedure of Kilkenny Co. Co. 2014”
4. Each Station Officer shall ensure that a copy is available in their station for staff members to reference.

Kilkenny Fire Service

Brigade Order Administration Admin 02/2019

Title: Leave Procedures

The procedure for applying for annual leave is as follows:

1. Annual leave entitlement is 4 working weeks (28 days).
2. Annual leave must be taken in units of not less than ½ day (12 hours).
3. (i) One day's annual leave is for a 24 hr period.
(ii) A ½ day's leave is for a 12 hr. period.
4. All annual leave shall be applied for from the Station Officer in advance.
5. For up to 2 day's annual leave - two working days (48 hours) notice must be given beforehand.
6. For more than 2 day's leave – five working days (120 hours) notice must be given beforehand.
7. In considering applications for annual leave, Station Officers must have regard to the operational imperatives i.e. the ability to turn out a correctly crewed appliance.
8. All annual leave approved must be recorded by the Station Officer in advance of being taken.
9. When completing a fire report, if a firefighter is absent for a call the officer in charge must record the reason for such absence (on sick leave, on holidays, etc).
10. Personnel taking more than their annual leave entitlements will have to seek approval in writing from the Chief Fire Officer.
11. A copy of your leave sheet can be obtained from your Station Officer on request.
12. A Year Planner Chart can be located in each Fire Station. This will show leave to be taken so that others can book holidays etc.

13. It is important that each brigade has at least one officer available and one appointed driver available at all times in Castlecomer, Freshford, Urlingford, Thomastown, Callan and Graiguenamanagh. Similarly it is important for Kilkenny City to have a minimum of one Officer and 2 no. appointed Drivers available at all times. With the agreement of the Station Officer it is permissible for a qualified (but not an appointed) driver to stand in for an appointed driver for a period not exceeding 1 week at a time. In relation to appointed Driver availability, this can be reviewed on a case to case basis.
14. The minimum available crew in each county station is to be 5no. The minimum available crew in Kilkenny City station is to be 9no. with a manning level of 13no.
15. There are statutory entitlements to leave such as Maternity/Adoptive Leave, Parental Leave, Force Majeure Leave which may be available to staff.
16. Annual Leave commences 1st January and ends the 31st December in each year.
17. Annual leave will be granted on a first come, first served basis.
18. Any dispute in relation to annual leave is to be referred to the Chief Fire Officer.

Kilkenny Fire Service

Brigade Order Administration Admin 03/2019

Title: Provision of Meals

1. All staff members of a given Brigade who wish to eat a meal provided by Kilkenny Fire Service, must do so in the same establishment.
2. An Official Order (and if available, low value purchase card (LVPC) shall be used to pay for the meals.
3. Any Official Order must be completed in full including the ERCC Incident Number by the Officer in Charge.
4. Only invoices attached to a Kilkenny Fire Service Official Order will be paid.
5. The cost of meals must be kept within reason and they will be kept under review. As a guide:
 - a. Breakfast €10
 - b. Dinner €14
 - c. Tea €18
6. Meal times are defined by the 1999 composite agreement:
 - a. Breakfast 07:30 – 09:00
 - b. Dinner 12:30 – 14:00
 - c. Tea 17:30 – 19:00
7. The Officer in Charge of an incident incorporating meal times can order the expenditure for food and non alcoholic liquid refreshments. Where the incident is likely to exceed five hours but is not inclusive of meal times, the officer can order the expenditure of food and non alcoholic liquid refreshments either during or after the incident.
8. In relation to item 7 above, to be entitled to a meal, the crew must be out for at least half of the meal times (i.e. more than 45 minutes)
9. No alcoholic drinks whatsoever may be purchased or consumed on Fire Service time.
10. Personnel are only entitled to obtain meals and non alcoholic drinks at the time of the incident. They are not entitled to obtain meals or drinks at a later time or date.
11. Each station is to nominate suitable venues in their area to the Chief Fire Officer who will negotiate terms with these establishments.

If there are any borderline cases with regard to the provision of meals, the Rostered Senior Fire Officer can be contacted.

This procedure is to ensure that the welfare of crews is provided for and that the suppliers of goods to the Fire Service can be paid promptly. In the event of the above procedure not being adhered to without good reason, the invoice will not be paid by Kilkenny Co. Co.

Kilkenny Fire Service

Brigade Order Administration Admin 04/2019

Title: Station Duties

Personnel are required on a regular basis to assist in the completion of routine tasks throughout the stations. These routine tasks include cleaning, maintenance, and testing of equipment, appliance readiness checks and such other duties as may be required to ensure that the service will function effectively.

Kilkenny City Fire Brigade:

- 1) The Station Duty Rota is to be displayed in the Watch Room and all fire-fighters are to be offered the opportunity to complete station duties by entering their name on one of the three teams.
- 2) Each team (maximum of 4, and not including an officer) will be required for station duties once every three weeks for a 2 hour duty period at an agreed time pre-notified to the Junior Officer on duty for that week. The on-call Junior Officer may attend the station to fulfil a supervisory role and may assist the work groups.
- 3) The Station Officer will confirm the type of work to be completed during the work period on the training night prior to the duty being performed.
- 4) All personnel will ensure that they remain in compliance with Brigade Orders and relevant Health and Safety requirements at all times and that all cleaning and testing of equipment is recorded in the appropriate book as per Brigade Policy.
- 5) All personnel will confirm that the work duty has been performed by signing the 'Station Duties Book' on completion of the duty showing clearly their name and the date and time the duty was carried out.
- 6) Personnel who are unable to attend for station duties may substitute another member to take his place on the team.

**Castlecomer, Freshford, Urlingford, Thomastown, Callan and
Graiquenamanagh Fire Brigades**

- 1) The Station Duty Rota is to be displayed in the station and all fire-fighters are offered the opportunity to complete station duties. The allowance of hours for station duties is two hours per week for 2 fire-fighters (not including an officer). However, if the number of fire-fighters carrying out station duties is seven then there will be no objection to three teams (2, 2 and 3) being used for station duties.
- 2) Each team will carry out station duties for a two hour period at an agreed time pre-notified to the Junior Officer on duty for that week. The on-call Junior Officer may attend the station to fulfil a supervisory role and may assist the work groups.
- 3) The Station Officer will confirm the type of work to be completed during the work period on the training night prior to the duty being performed.
- 4) All personnel will ensure that they remain in compliance with Brigade Orders and relevant Health and Safety requirements at all times and that all cleaning and testing of equipment is recorded in the appropriate book as per Brigade Policy.
- 5) All personnel will confirm that the work duty has been performed by signing the 'Station Duties Book' on completion of the duty showing clearly their name and the date and time the duty was carried out.
- 6) Personnel who are unable to attend for station duties may substitute another member to take his place on the team.

In general fire-fighters may opt in or out of Station Duties. A new rota should be set up at least once a year (say every January) to accommodate fire-fighters who may wish to either opt in or opt out. New fire-fighters joining a brigade should be given the opportunity to join the rota.

The Station Duties are available for all fire-fighters and should not become the remit of just a small number in any station.

Kilkenny Fire Service

Brigade Order Administration Admin 05/2019

Title: Borrowing Equipment

1. Operational vehicles and/or equipment (e.g. jeeps, chainsaw, con-saw, hoses etc.) may not be borrowed for personal use under any circumstances.
2. Non operational equipment (e.g. tables, chairs, mugs, projector) may be borrowed provided the relevant Station Officer consents and a written log is kept of who is borrowing the equipment and for how long.
3. Any (non-operational) equipment borrowed must be returned in the condition in which it was borrowed or else replaced. Any cleaning, repairs or replacement which is left to Kilkenny Fire Service will be charged to the person who borrowed same.
4. The Kilkenny Fire Service name, logo or any other identifying mark must be covered or obscured completely while the (non-operational) equipment is borrowed so as not to demean the standing of Kilkenny Fire Service in the community.

Kilkenny Fire Service

Brigade Order Administration Admin 06/2019

Title: Use of Personal Equipment

1. The use of personal equipment by staff members is done at their own risk. Kilkenny Fire Service will not accept liability for any accidents, damage or loss incurred to personal equipment.

Kilkenny Fire Service

Brigade Order Administration

Admin 07/2019 (Page 1 of 2)

Title: Wearing of Brigade Service Medals and Ribbon Bars

- Long Service Awards
- 1916/2016 Service Recognition Award

There is no fixed national protocol for the wearing of these awards. The following protocol is to be followed.

These awards may be worn:

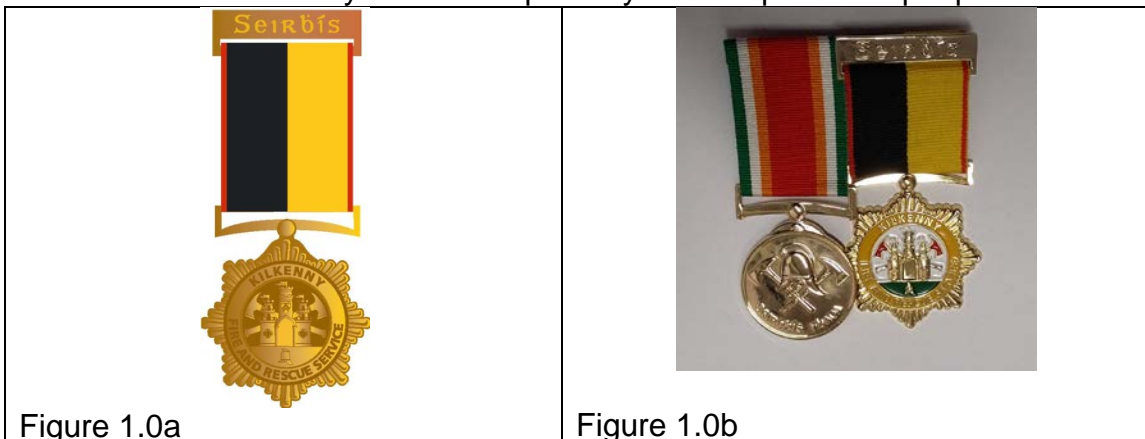
- on ceremonial occasions such as passing out parades or opening of fire stations,
- at fire brigade funerals, religious ceremonies, parades, etc.
- on such occasions as may be determined as appropriate by Kilkenny Fire Authority e.g. whilst on KK-FRS public events and representing KK-FRS; on NDFEM courses.

The medals should only be worn on the uniform tunic. The medal shall be worn centrally over the left-breast pocket, pinned immediately above the pocket flap - see *figure 2.0 over*.

The ribbon bar may be worn on the uniform tunic when the medal is not worn, or on the fire service uniform shirt. The medal, ribbon bar or 30-year emblem should not be worn on the fire service working rig or on the fire service NATO jumper.

When worn, the medal(s) or else the ribbon bar should be located over the left breast pocket and pinned immediately above the seam of the pocket flap – see *figure 2.0 and 3.0 over*. It (they) should be centred at the centre of the pocket flap.

The 30-year emblem may be pinned to the medal ribbon when the medal is being worn. At other times it may be worn separately as a tie-pin or a lapel-pin.

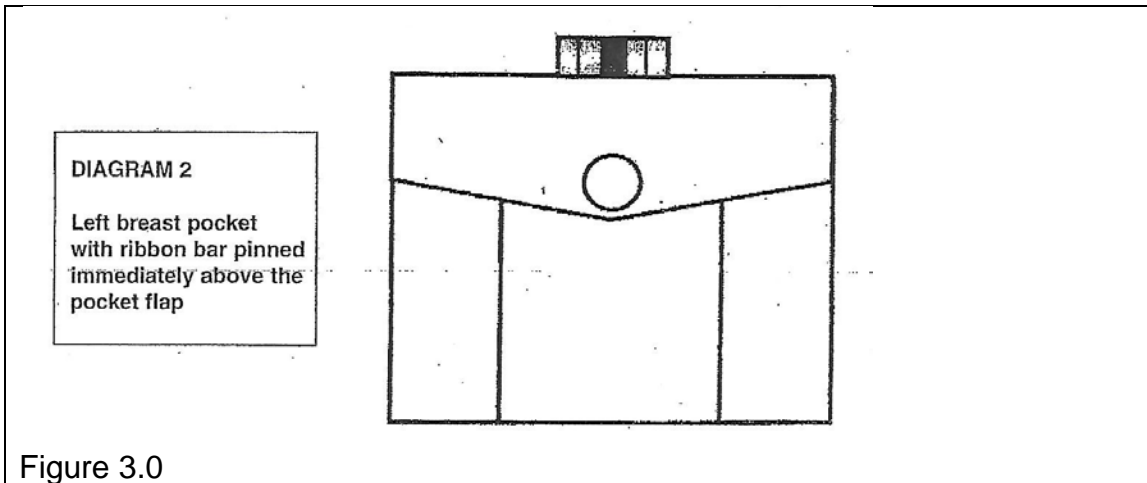
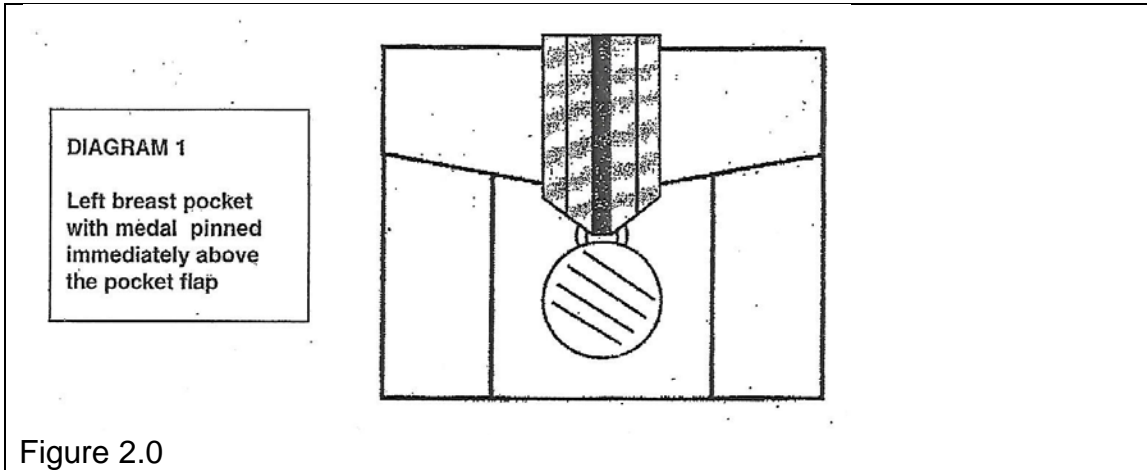


Kilkenny Fire Service

Brigade Order Administration

Admin 07/2019 (Page 2 of 2)

Title: Wearing of Brigade Service Medals and Ribbon Bars



Kilkenny Fire Service

Brigade Order Administration Admin 08/2019

Title: Fire Station Security

1. In non emergency situations such as during station duties, any staff member who opens doors, roller doors or opens windows (etc) should ensure that they close same when finished. Doors, especially roller doors shall not be left open for prolonged periods without good reason.
2. In emergency situations, the crew commander should take reasonable steps to secure the station before the crew leaves.
3. Burglar alarms should always be activated when the station is not in use.
4. All staff members are reminded that we are entrusted with extremely valuable fire stations, vehicles and equipment and reasonable steps should always be taken to safeguard this property.

Kilkenny Fire Service

Brigade Order Administration Admin 09/2019

Title: Attendance Management

1. In terms of attendance management; all Kilkenny Fire & Rescue Service staff must comply fully with the document "Attendance Management Policy and Procedures" Pub: Kilkenny County Council.

KILKENNY FIRE & RESCUE SERVICE BRIGADE INSTRUCTION OPERATIONS ADMIN 10/2019

**TITLE: RECORDING DATA OR IMAGES
USE OF SOCIAL MEDIA AND CONVENTIONAL MEDIA –
NEWSPAPERS / RADIOS / TELEVISION**

1. Misuse or abuse of social and digital media can cause significant injury to third parties and can also impact negatively on the credibility of Kilkenny Fire & Rescue Service. This is particularly relevant in the context of the public's right to confidentiality. Kilkenny Fire & Rescue Service is potentially vicariously liable for damages caused by misuse or abuse of social and digital media channels by its employees. Consequently, Kilkenny Fire & Rescue Service takes any misuse or abuse of social and digital media by employees seriously and can lead to disciplinary and/or legal actions.
2. In line with the General Data Protection Regulations (GDPR), confidential information regarding Kilkenny Fire & Rescue Service business practices and procedures or personal information about casualties, members of the public or other employees must not be posted or discussed on internet social networking websites, internet video hosting/sharing websites, internet discussion forums, message boards or internet chat rooms.
3. All staff should ensure that they comply with the Kilkenny County Council Data Protection Policy and Code of Practice dated 16th October 2018.
4. No individual or group is authorised to establish a website or social media profile, page or site that could be associated with Kilkenny Fire & Rescue Service without completing a process of initial and ongoing authorization.
5. All staff should ensure that they comply with the Kilkenny County Council Electronic Communications Policy dated 16th October 2018.
6. All staff should ensure that they comply with the Kilkenny County Council Social Media Policy dated 23rd October 2018.

Personal Social Media Profiles

7. No member of Kilkenny Fire & Rescue Service is permitted to make reference to Kilkenny Fire & Rescue Service or identify themselves as being a member of any part of Kilkenny Fire & Rescue Service while engaging in discussions on the internet, websites, social media sites or similar without the prior approval of a Senior Officer. If approval is granted, all content must be individually approved in advance for publication.

Photographs

8. No member of Kilkenny Fire & Rescue Service shall take a photograph, record an image or video footage at an incident, training event or in the vicinity of a Fire Station unless requested to do so by the Incident Commander or a Senior Fire Officer.
9. Photographs, images or video footage taken at an incident, training event or in the vicinity of a Fire Station may not be shown to anyone/given to anyone or displayed on the internet including any social media websites without the prior approval of a Senior Fire Officer of Kilkenny Fire & Rescue Service.

Publishing

10. No member of Kilkenny Fire & Rescue Service shall publish or allow to have published, any material relating to their duties or the activities of Kilkenny Fire & Rescue Service in print, on television, radio or internet including posting comments or text relating to an incident, training or policies of Kilkenny Fire & Rescue Service on any websites without the prior approval of a Senior Fire Officer.

Contact With The Press

11. Any requests from the media, public representatives or other organisations for official comment from Kilkenny Fire & Rescue Service on any topic should be referred to the Rostered Senior Fire Officer.
12. You may come across negative posts about Kilkenny Fire & Rescue Service, you should avoid responding yourself. The post in question should be forwarded to the Chief Fire Officer.
13. Any person found to be in breach of this order may be subject to Kilkenny County Councils grievance & disciplinary procedure.