



# WARE FIRE DEPARTMENT

## Standard Operating Guideline

Effective Date: <b>August 2009</b>	SOG Category & Identification Number: <b>Training TRN-002</b>	Revision:
SOG Title: <b>Training Standards</b>		
Approved by: 	Re-evaluation Date: <b>August 2010</b>	Number of Pages: <b>4</b>

**Purpose:** The purpose of this document is to establish guidelines for departmental training for the following purposes:

1. To ensure all personnel perform their duties in the safest manner possible.
2. To support the mission statement of the Ware Fire Department
3. To ensure all personnel are trained to the highest possible standard.
4. To follow recognized job related standards
5. To ensure that proper documentation of all training is maintained.
6. Provide on shift training and monthly scenario training.

**Scope:** This guideline shall apply to all full time and call members of the department.

**Enforcement:** The Chief or Deputy Chief shall be responsible for enforcement of this guideline with full time shift officers and call officers having responsibility of enforcement with shift or group members.

**Definitions:**

- \***EMS Training**-Training designed to maintain skills at all EMS levels.
- \***Fast Water Rescue** The use of water rescue equipment and skills to remove victims from life endangering waters.
- \***Haz-Mat Training**-Training designed to maintain skills in the Hazardous Materials discipline.
- \***JPR**-Job Performance Requirement.
- \***Outside Training Request Form**-Form to be completed and routed to Chief or Deputy Chief for preapproval of any outside training class or seminar.
- \***Prevention Training**-Training designed to assist Inspectors with staying current with code regulations and improving knowledge, skills and abilities to assure complete and

uniform inspections.

\***Required Training**-All personnel shall maintain an 80% training percentage in each discipline in a calendar year. Members are expected to train only to their certification level (EMT-B, Paramedic, etc).

\***Scenario Training**-Training held on a monthly basis by the training officer of a particular discipline.

\***Shift Training**-Training conducted on Shift by a Shift Officer.

\***Skill Packet**-Packet designed to provide personnel with procedures and information for completing specified skills.

\***Technical Rescue**-Extrication of a victim from precarious situations using technical training and equipment. In the Ware Fire Department this includes the following:  
Extrication, Line/Rope, Confined Space, Trench, and Water Rescue

\***Training Outline Form**-Form to be completed by instructor, outline class and objectives.

\***Training Report**-Form signed by all personnel attending a training verifying attendance.

**Application:** This guideline shall be followed for all training conducted by the Ware Fire Department.

**Responsibility:**

1. All officers of the Ware Fire Department are responsible to comply with and ensure that the personnel under their command are adequately trained and fully understand and comply with this guideline.
2. All members of the Ware Fire Department have the responsibility to learn and follow this guideline.
3. All members shall wear full gear unless directed by the Incident Commander or Safety Officer.

**Training Officer's duties** The Training Officer is responsible for all Fire Department Training. This training is broken down as follows:

- Fire
- Fire Prevention
- Hazardous Materials Emergency Medical Services
- Technical
- Confined Space
- Extrication
- Line/Rope Rescue
- Trench Rescue
- Water Rescue

**Additional Duties of Training Officer**

- Training Standards
- Establish a training schedule annually.
- Maintain the training bulletin boards with current information
- Use all available training resources.
- Interact with outside agencies in regards to training issues.
- Establish and maintain new training programs.
- Maintain an electronic inventory of training equipment and training aids.

**Training Standards:** All training will be based on recognized standards as well as State and local requirements to maintain certifications.

### **Documentation:**

Documentation Objectives:

- Verify personnel are receiving training.
- Verify personnel are attaining a required level of training
- Produce documentation of training (certificates).
- Ensure all required standards and requirements are being attained

Documentation of all training is imperative.

- Training will have objectives. Objectives will be written on the Training Outline Form or on the training sheet in the space provided.
- The training outline form will be attached to the training report.
- One training report will be used for each training topic.
- Training reports should be used for all trainings, outside training classes, Hazmat, etc.

The Officer in charge of any Training should ensure the following:

- Training outline form completed.
- Training report is completed fully
- All members attending shall sign the attendance sheet.
- Enter the training report into the Training Data Base.
- Forward the Training Sheet and Training Outline to the Chief or Deputy Chief.

### **Training Records:**

The Training Lieutenant will maintain and secure original Training Records and provide a copy to the Deputy Chief.

### **Division of Training Duties:**

#### EMS Officer

- In coordination with the Training Lieutenant, the EMS Officer will assure the following training is completed as required.
- Provide training to maintain all EMS certifications.
- Review all Equipment and recommend purchases.
- Follow all recognized standards.
- Review all skills and techniques, update as needed.
- Maintain inventory of related training aids.
- Provide status reports to the Chief or Deputy Chief.

#### Training Officer

- Develop and maintain all Technical Rescue SOG's
- Review all Technical Rescue equipment and recommend purchases
- Follow all recognized standards
- Review all skills and techniques, update as needed
- Provide training, skill and scenario based with objectives.
- Maintain inventory of related training aids.
- Provide status reports to the Deputy Chief.

- Provide training for Fast Water Rescue

### **Training Class Format:**

#### **Hands on Drill**

Prior to conducting Hands on Drill, the instructor will review the following:

- Prepare a brief outline of the monthly training to be conducted and present one month prior at Monthly officer meeting so all Officers will be prepared to assist in the training objectives.
- Review the drill that will be conducted with personnel, ensuring that all involved have an understanding of what is required.
- Ensure that all personnel are familiar with the equipment that will be used.
- Review all relevant standards (SOG's, JPR's, etc)
- Review all safety considerations.
- Assign radio frequencies.
- Complete the drill.
- Critique the drill.

### **Drill Ground Rules:**

Safety is the priority of all personnel.

Rehab sector will be established (refreshments provided as needed)

All appropriate SOG's will be followed.

Accountability will be maintained by the Incident Commander or Safety Officer.

Duty crews will remain intact when possible (function as a crew)

No horse play will be allowed.

### **Miscellaneous:**

#### **Training outside the Department:**

Outside training request forms will be completed and routed to the Chief or Deputy Chief.

If outside training is completed, a training sheet shall be completed and routed to the Chief or Deputy Chief.

Each Shift Officer will ensure skills are mastered by all personnel prior to training.

Each Shift Officer will ensure all appropriate documentation is completed.

All personnel are welcomed to suggest training ideas or make constructive comments. Please route them to the Chief, Deputy Chief, or Training Lieutenant.