CARVER FIRE DEPARTMENT

Standard Operating Guidelines

Section 5.01 – Training Schedule **June 15, 2013**

1.0 PURPOSE

The purpose of this guideline is to establish a schedule of regular training periods for each member and fire company to assure competence through all phases of the firefighters duties. Strong emphasis is placed on our training program because it is the foundation for developing a system that provides for the safety of our members, and assures the most effective and efficient delivery of emergency services to our citizens.

1.1 SCOPE

All active members of the Carver Fire Department

1.2 OVERVIEW

Scheduled training exercises are required in an effort to maintain proficiency in all facets of firefighting and rescue procedures. In addition to scheduled drill sessions, it is expected that all members will spend time reviewing their apparatus and equipment, driving apparatus, and reviewing other materials, such as the Company Book, streets and developments, the CFD Map Book, and other training aids in an effort to maintain proficiency at expected levels.

All training activities are documented on the CFD Form 6.14 – Company Drill Form

The Deputy drill schedule provided on page 5 of this SOG is for 2013, but it is representative of drills that have been and will be required to be performed each year by company members.

The standard training document for the Carver Fire Department is "Fundamentals of Fire Fighter Skills", 2nd Edition by Jones & Bartlett. All classroom and practical training evolutions shall be based on material from this document whenever applicable.

All new members are required to complete the Recruit Training Program. The Curriculum for the 2013 class is provided as Appendix 8.09.

All members are also strongly encouraged to broaden their knowledge base by participation in outside training opportunities including, but not limited to, those sponsored by the Massachusetts Firefighting Academy and the National Fire Academy.

1.3 REGULAR TRAINING

01. Company Drills

A. Each Company will do at least 1 drill a month

B. Drills shall be a minimum of 3 hours in length

C. Drills must be hands on training – 1/3 class room and 2/3 practical based on Deputy's drill schedule

D. Each Company should strive to do 1 drill per year with a neighboring community
Company 1 with Plymouth
Company 2 with Plympton, Middleboro or Kingston
Company 3 with Onset or Wareham

E. Company members shall participate in 75% of drills

02. Dive Team Drills

A. Dive Team will do 1 drill per month

B. Drills shall be minimum 3 hours in length

C. Must be hands on and should incorporate real life scenarios

D. Dive drills may include underwater mapping of Carver ponds (depth, rocks, stumps, debris) to ensure a speedy and safety Dive rescue if called for

E. Dive Team members shall participate in 75% of drills

03. Deputy Drills

A. The Deputy will hold 2 drills per year

1. Large scale Brush Fire Drill exercise or Deputy's Choice
2. Large Scale building Fire scenario / R.I.T. Training or Deputy's Choice

04. Health and Safety Officer Drill

A. The Health & Safety Officer will hold 1 drill per year
   1. may be DOT Driving course or Specialized Hazmat Course

05. Officers Meetings

A. Officer Meeting / Training – **Monthly**

B. Officer training scenarios and critiques are given monthly during Officers Meeting

C. One Officers meeting **(Annually)** – back roads tour of Town on Breakers

D. One Officers meeting **(Annually)** – on location building critiques and tour

06. Non-Fire Required Training

A. CPR (Cardiopulmonary Resuscitation) training and certification - **Annually**

B. AED (Automatic External Defibrillator) training and certification - **Annually**

C. Radiological Emergency Response training - **Annually**

D. First Responder Basic First Aid training and certification - **Every two years**

07. Emergency Management Incident Standards

All members meet NIMS (National Incident Management System) standards as follows:

A. Firefighters shall be certified to NIMS 100 and 700

B. Officers shall be certified to NIMS 100, 200 and 700

C. Deputy's and Chief shall be certified to NIMS 100, 200, 300, 400, 701, 702, 703 and 704

08. Other Training Activities

A. Firefighter I/II In house Training Program and certification by Mass Fire Academy each year – **Annually** - September through November

B. Recruit Training Program each year – **Annually** - January through April

C. Station Training for new Firefighters – **Annually** – April through June

1.3 GUIDANCE ON DRILLS

01. Keep drill hands on. We would like you to devote at least 60% of each drill to actual hands on evolutions.

02. You should strive to have a fairly solidified road-map for each drill a month ahead of time.

03. Have a few "rainy day" drills pre-planned and ready for execution.

04. Use the CFD equipment that is available to you. Nothing is off limits.

05. Your drills should contain real-life scenarios that are relevant to Carver. Be creative but realistic.

06. Break your drills into segments that run simultaneously (three seems to be a good fit for most drills). Firefighters standing around "watching" are Firefighters that are most likely bored and are less likely to take something useful away from your drill.

07. Don't be afraid to employ the talents of your "seasoned" Firefighters during the execution of your drill. This is a good way to keep them interested and involved. Their investment in the development of our new Firefighters is very important.

08. Taylor the content of your drills to the needs of your Firefighters as you deem necessary. Use general performance at incidents and drills as indicators of potential training needs.

09. Solicit input from your Firefighters as to what training areas they feel they need improvement in. Your Firefighter meetings this year may be a good opportunity to solicit this useful information.

10. We all bring unique talents to the table. Don't be afraid to ask for help or share your drill content with your fellow Officers. We are training the future leaders of this department and they deserve the best that we have to offer.

Section 5.01 – Training Schedule

February 13, 2017

January
Chief Officer Meetings
Company Meeting

February
Ice Rescue Procedures
Hovercraft Operations &
Winter Water Supply

March
CPR Training

April
Brush Fire Drill
(Deputy)

May
Water Supply
Water Distribution Systems

June
Water Emergencies
Water Craft Operations

July
MVA Operations/Hazmat
Vehicle Extrication

August
Deputy Drill

September
SCBA / Search & Rescue
R.I.T. Response

October
Safety Officer's Drill

November
Tactics & Strategies for
Chimney Fires
Carbon-Monoxide & Gas Incidents

December
Winter Operations