

Dunn's Corners Fire Department

Standard Operating Guidelines/Policies

11/04/2009

Page 1 of 5

Junior Firefighter Program Guideline

SOG 3

Rev: A

Board of Engineers Approval (Chief's signature):



PURPOSE:

The Dunn's Corners Fire Department welcomes adolescents between the ages of 14 and 18 to serve in the fire department. We feel that it offers the students an unparalleled opportunity to serve the public in a meaningful way while learning new skills and interacting with their peers who have the same interests. Due to the nature of firefighting, and the dangers that can be involved with some of these activities, we have developed guidelines meant to protect the students during their participation. We recognize the importance of education and the building of character during this developmental period in their lives, and the following guidelines have also been designed to encourage these aspects while they participate in DCFD activities.

JUNIOR PROGRAM COORDINATION:

The District Chief appoints one or more Junior Program Coordinators (JPC's). The JPC's may be Senior or Probationary Firefighters. It is desirable to have at least one of them be a command officer. JPC responsibilities include:

- Developing and implementing a training program for Junior Fire Fighters (JFF's).
- Encouraging and guiding the growth of individual JFF's through the program.
- Monitoring individual JFF compliance with scholastic, behavior and participation requirements. Taking appropriate action when JFF's fail to comply.
- Maintaining effective communication with JFF parents/guardians.
- Recruiting new JFF's.
- Reporting to Officers and the Membership Committee, as appropriate, on both the overall program and individual JFF's progress.
- Providing recommendations to the Membership Committee regarding awards and recognition of JFF's.
- Providing a recommendation to the Membership Committee when a JFF reaches eligibility for Senior membership

ADMISSION TO JUNIOR MEMBERSHIP:

- The admission process begins when the candidate submits a completed "Application for Junior Membership." Note: To be considered for Junior Membership the candidate must be fourteen (14) years of age and older but less than eighteen (18) years of age. Applicants less than sixteen (16) years of age will be considered for membership only if a close family member (e.g., relative) is a Senior member in the Department.
- The membership application package should include a completed Parent Permission Slip, which will be needed when the JFF becomes eligible to respond to calls.
- The Membership Committee ensures that the application is complete and the candidate meets all requirements for membership (including academic performance), then recommends the candidate for acceptance at a regularly scheduled monthly Department Meeting.
- The JPC's should schedule a meeting with the new Junior Member and his/her parent or guardian as soon thereafter as practical. The purpose of the meeting is to ensure that all parties concerned are fully informed of their roles and responsibilities.

REQUIREMENTS TO MAINTAIN JUNIOR MEMBERSHIP:

Scholastic requirements:

To join or remain in the Junior Program, the JFF must achieve a grade of C or above in all subjects each school quarter. It is the JFF's responsibility to submit a copy of his/her quarterly report card to the JPC as soon as practical after report cards have been issued. Report card copies will be filed in the department records and treated as confidential documents.

Dunn's Corners Fire Department

Standard Operating Guidelines/Policies

11/04/2009

Page 2 of 5

Junior Firefighter Program Guideline

SOG 3

Rev: A

Board of Engineers Approval (Chief's signature):



- When a JFF receives a failing grade in any subject, he/she is automatically placed on suspension from all DCFD activities.
- When a JFF receives a D letter grade in any subject, the JPC's review the JFF's report card and decide whether some restriction of the JFF's participation in Department activities is appropriate. For example, the JFF may be restricted from responding to calls, but allowed to participate in training activities. They may also identify additional activities the JFF could perform in order to bring his/her grades up, such as regularly reporting test scores to the JPC's or participating in tutoring sessions with a knowledgeable Senior firefighter. The JPC's should choose restrictions/activities judiciously, to be proportional to the seriousness of the academic shortfall (for example, receiving a D in a major subject vs a minor subject, first occurrence vs multiple quarters with a D grade), as well as to enhance the JFF's educational experience and sense of personal responsibility. The restrictions/activities should be discussed with and endorsed by the Membership Committee before putting them into effect.

When suspension or restrictions/activities have been imposed on a JFF they remain in effect until the JFF receives a report card (normally a quarterly report card – interim progress reports do not count) showing all grades of C or higher.

At the earliest convenience after a suspension or restrictions/activities have been imposed the JPC's should schedule a meeting with JFF and a parent or guardian to ensure that all parties understand what has been agreed, why and what is expected of the JFF in order to make a successful transition back to unrestricted status.

Expulsion from school will be grounds for automatic dismissal from the Junior program.

Behavior requirements:

Junior Members are expected to conduct themselves in a manner consistent with being a public servant:

- No obscene, vulgar, or crude language or behavior on DCFD property or while participating in DCFD activities.
- No use or influence of alcohol, tobacco, or drugs while on DCFD property, while participating in DCFD activities or while wearing DCFD apparel.
- Any JFF accused or convicted of the possession, sale, or distribution of a controlled substance is subject to discipline, including dismissal.
- Any arrest or conviction will be grounds for denial of membership, or dismissal.

Participation requirements:

It is recommended that a JFF attend a minimum of 33% of all announced Junior Training offerings and monthly department meetings, and respond to a reasonable number of calls/department activities.

PARENT COMMUNICATION:

The parents/guardians of our JFF's are entitled to understand how our program works and how their JFF is progressing. Furthermore parental support can contribute positively to the success of the JFF and therefore to the Junior Program in general. Therefore it behooves the Department to provide a clear communications channel with parents. To that end the JFC's should aim to schedule a meeting once a year with each JFF and his/her parents/guardians.

Dunn's Corners Fire Department

Standard Operating Guidelines/Policies	11/04/2009	Page 3 of 5
Junior Firefighter Program Guideline	SOG 3	Rev: A
Board of Engineers Approval (Chief's signature):		

Parents/guardians will occasionally be asked to provide written permission for certain activities, for example permission for Hepatitis inoculation.

ON-LINE COPY

Dunn's Corners Fire Department

Standard Operating Guidelines/Policies

11/04/2009

Page 4 of 5

Junior Firefighter Program Guideline

SOG 3

Rev: A

Board of Engineers Approval (Chief's signature):



PERMITTED ACTIVITIES:

JFF's, in an effort to support the fire suppression and prevention activities of the Dunn's Corners Fire Department, may participate (with supervision) in the following ways:

- Setting up Scott AirPak/Rehab center at a fire scene and assist firefighters with changing bottles.
- Assist with water supply operations, including hydrant set-up and laying hose at an incident.
- Man an exterior hose line, at the direction of an officer, with the following exceptions:
 - If hazardous materials are involved
 - If sustained nozzle pressure is expected to exceed 100 PSI during normal operation, the JFF may not man the nozzle, but may assist as back-up.
 - If the line is larger than 1-3/4", the JFF may not man the nozzle without explicit permission from a commanding officer, but may assist as back-up.
- Assist with lighting, ladder carries, and moving equipment at an incident.
- Foot a ladder, at the discretion of and direction by an officer on scene.
- Assist with overhaul and salvage, at the discretion of and direction by an officer on scene, assuming that the building is deemed safe for entry. (Full PPE to be worn.)
- Assist with all aspects of pump-out details.
- Assist with setting up helicopter landing zones.
- Assist at brush fires by: backing up hose lines with bladder bags, bringing forestry hose out to the crew and mopping-up and picking up the forestry hose.
- Assist at Search-And-Rescues (SAR's) as directed by an officer.
- Preparing the apparatus after an incident for future calls, including cleaning and replacing Scott AirPak masks, re-packing hose, filling trucks with water, etc. If JFF has responded to an incident, he/she must return to the station to assist with these activities.
- Washing and drying hose.
- Assisting with cleaning of apparatus, tools, and stations, and maintenance of same under supervision or direction of an officer.
- Groundskeeping around the stations.

APPARATUS RIDING:

JFF's are permitted to ride an apparatus with the following rules:

- Seat belt must be worn at all times.
- A JFF may ride in the apparatus if an empty seat is available. If the JFF is already seated in a full truck and a Senior Member arrives to enter the apparatus, the JFF will vacate the seat for the Senior Member – NO QUESTIONS ASKED.
- JFF's will not be permitted to ride in the officer's seat unless directed to do so by a driver/officer. Sirens and air horn may only be operated at the discretion of and direction by the driver.
- The JFF will remain with the truck until directed to a task by the driver or officer(s) on scene.
- The JFF should respond to a station and not directly to a scene when at all possible. If all trucks have left, a direct response may be made, and the member will park a safe distance from the scene and report to a staffed truck for further direction. This includes tagging in with their ID tags for accountability purposes.

RESTRICTIONS:

- JFF's are prohibited from wearing fire department pagers while attending school.
- JFF's are prohibited from leaving school to respond to DCFD calls.
- JFF's may not be in the stations after 10:00 PM unless going to or returning from a call.
- JFF's may not be in the stations after 9:00 PM on school nights (unless with a parent).
- JFF's may respond to calls between 10:00 PM and 6:00 AM only with prior written permission of a parent or guardian and after they have been in the JFF program for 6 months.
- JFF's are not permitted to be in the station unless at least one Senior member is on the premises, or permission has been granted from the District Chief.

Dunn's Corners Fire Department

Standard Operating Guidelines/Policies

11/04/2009

Page 5 of 5

Junior Firefighter Program Guideline

SOG 3

Rev: A

Board of Engineers Approval (Chief's signature):



- JFF's may not enter a burning structure under any circumstances.
- JFF's may not climb ladders for rescue or firefighting.
- JFF's may not operate or stand within 50 feet of downed power lines.
- JFF's may not direct traffic on any major roadway (e.g., Post Road, Shore Road, Ross Hill Road, etc.)
 - JFF's age 16 and 17 may be permitted to direct traffic on a secondary road at the discretion of officers on scene.
 - JFFs age 14 or 15 are prohibited from directing traffic under any circumstances.
- JFF's may not participate in boat operations
- JFF's may not operate within an IDLH (Immediately Dangerous to Life and Health) atmosphere.
- JFF's may not operate on roofs.
- JFF's may not operate chain saws, rotary saws, or other powered saws.
- JFF's may not operate extrication equipment, except during training exercises, and only then with close supervision.
- JFF's may not operate on or in the water as a rescuer.
- JFF's are restricted from victim treatment, removal or rescue.
- A JFF's personal protective equipment (PPE) is to remain at the station at all times except when being used for training or responding to an incident.

SAFETY:

Firefighting, by its nature, involves activities that are inherently dangerous. As a result, when considering what activities JFF's may participate in, safety will always be top priority:

- When responding to the station or to a fire scene, the JFF and/or their rides are to proceed under caution with the flow of traffic and without hazard lights, while obeying traffic laws.
- When on scene of any incident, JFF's will wear full protective gear at all times unless permitted otherwise by an officer on scene. The JFF will not respond to an incident if lacking their full protective gear.
- When riding in any DCFD vehicle, the JFF shall wear a seatbelt at all times.
- Parents/guardians are responsible to notify the Membership Committee or any disability, medical condition or other area of concern regarding a JFF that has the potential of causing or putting them in any danger during their DCFD participation.
- Parents/guardians must sign a medical release permitting DCFD to seek immediate medical treatment in case of sudden illness or injury during DCFD activities. This does not release the Department from responsibility to notify parents/guardians as soon as practical.
- JFF's are covered by DCFD insurance during all DCFD activities, the exception being coverage for any accidents in personal vehicles, where personal insurance is primary and DCFD insurance is secondary.