

Operational Guideline	
Otter Point Volunteer Fire Department	Page 1 of 2
3.01 - FIRE FIGHTER TRAINING STANDARDS	OG# 3.01

PURPOSE: To commit the Department to the training of fire fighters to a standard to enable them to perform their duties safely and effectively.

SCOPE: This procedure applies to all fire fighters, fire suppression officers and command officers in the Department, career and volunteer.

POLICY: The Department will train all fire fighters on a regular basis to Provincial and Municipal standards.

PROCEDURE:

General:

1. In order to assist fire fighters in training, the Fire Chief will supply sufficient manuals and resource material to meet the standards. Such manuals and resource material will remain the property of the Department.
2. Department training will be designed to meet the following standards:
 - a) Otter Point Volunteer Fire Department Operational Guidelines
 - b) I.F.S.T.A. Essentials
 - c) Otter Point Volunteer Fire Department driver training standards
 - d) Volunteer Fire Fighter Training Standards, Province of British Columbia
 - e) BCERMS Standard – ICS 100

Training Responsibilities:

3. The authority and responsibility for the adoption and approval of various training requirements is vested in the Fire Chief.
4. The Training Officer is responsible for:
 - a) determining Department training needs;
 - b) developing Department training programs;
 - c) evaluating continuity of training each shift/hall;
 - d) scheduling special training sessions;
 - e) conducting training, as required; and
 - f) maintaining training records for all members of the Department.

Signature of Fire Chief: Signed copy at hall	This OG Replaces:
Date of Issue: November 1, 2004	Issued On:

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5. Officers and instructors are responsible for:
 - g) instructing as per Department training schedules, utilizing applicable standards, manuals and Operational Guidelines, as well as Department and other training aids; and
 - h) completing lesson plans and class attendance as soon as possible after classes are completed.

6. All members are responsible for participating in Department training activities and for maintaining personal and professional competence relative to the skill and knowledge levels required of their respective position within the Department.

REFERENCES:

- Otter Point Volunteer Fire Department Operational Guidelines
- I.F.S.T.A. Essentials
- Otter Point Volunteer Fire Department driver training standards

Also see OG# 3.01.02

Other OGs related to this OG:

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3.01.02 - FIRE FIGHTER TRAINING STANDARDS - VOLUNTEER	OG# 3.01.02

PURPOSE: To commit the Department to the training of volunteer fire fighters to a standard to enable them to perform their duties safely and efficiently.

SCOPE: This procedure applies to all volunteer fire fighters and officers in the Department.

POLICY: The Department will train volunteer fire fighters on a regular basis to Provincial and Municipal Standards.

PROCEDURE:

General

1. Volunteers at each hall will practice at least one evening each week and each practice will be a minimum of 2 hours duration. Christmas Eve and New Years Day will be the only practices normally cancelled. The Training Officer may schedule one daytime practice each week for those volunteers unable to attend the scheduled evening practice and who are able to attend day practices.
2. Volunteer fire fighters are expected to attend 70% of all scheduled practices in order to maintain their standing as members of the Department.

Recruit Fire Fighters

3. When a volunteer fire fighter applicant is accepted for training by the Fire Chief, he/she must successfully complete the Volunteer Recruit Basic Training program and then the volunteer probationary period, before being considered for acceptance as a full member of the Department.
4. During the recruit program and during probationary training, each trainee will be assessed at regular intervals and informed of his/her progress. During these periods a trainee may be dismissed by the Fire Chief if found unsuitable.
5. Recruit fire fighters will be issued turnout clothing upon start of the Recruit Basic Training program period. They will then attend Hall functions and training.

Probationary Fire Fighters

6. During his/her probationary period, a volunteer fire fighter will complete the Department Probationary Training program. Pagers will be issued on an individual basis at a time determined by the Chief, at which time the probationary member will attend call outs.

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Fire Fighters

7. Volunteer fire fighters are expected to participate in additional specialized training pertinent to their Hall (for example, MVA rescue, hazardous materials, decontamination). Fire fighters may participate in additional specialized training offered by the Department (for example, auto extrication, First Responder Level III) as available and as selected.

Volunteer Officers

8. Upon selection as a volunteer officer, fire fighters will make themselves familiar with Department Operational Guidelines, in order to function efficiently as an officer. Officers will meet the standards of training set for fire fighters, and are expected to attend additional training necessary to fulfill their officer functions (Incident Command System, instructional techniques, for example).
9. Volunteer officers are expected to attend the Officers Seminar and Officer Training sessions held by the Department.

REFERENCES:

- Department Operational Guidelines
- Department Probationary Training program
- Department Driver Training program
- IFSTA Essentials of Fire Fighting

Also see OG#

Other OGs related to this OG:

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