

Hurricane Fire & Rescue

Hurricane, WV
Operation
Guidelines

Subject
Guideline Number
Adopted
Effective Date
Page

Training Policy
800.301
March 1, 2007
April 7, 2007
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Purpose:

- A. To establish a policy for the management of Continuing Education Requirements.
- B. To provide a continuous and progressive training program which will enable Hurricane Fire & Rescue personnel to provide the highest possible level of service to the community.
- C. To facilitate the acquisition and development of knowledge and skills necessary for Hurricane Fire & Rescue personnel to professionally fulfill their duty to the public.
- D. To provide continuous reinforcement and monitoring of the necessary skill and knowledge levels of department personnel.

Scope: All Department personnel

DEFINITIONS:

Training Officer- The person nominated by the chief and voted on by the board of directors to establish training programs, maintain training records, and coordinate the Continuing Education Program.

In-House Training- Those training classes that are scheduled/ coordinated on a periodic basis (Drill, Area Familiarization, Fire Schools, Meetings, etc.) by the Training Officer and /or Chief. These classes will provide a minimum of 2 hours of training for all participating members.

Non-Departmental Training- May or may not be fire service related, but must be job related. This training can include every aspect of training from basic training through college level course work. Outside training may either be credited to Fire Service Training by filling out training record forms or not. Regardless of whether or not this has occurred, the credit for training taken and such documentation shall be entered in the training record of the individual.

Physical Training- Any department sanctioned activities.

Inspections- Documentation of hours personnel spend on business, industrial, and private inspections and other fire prevention/ code enforcement activities.

POLICY:

- A. Hurricane Fire & Rescue shall provide a regular and continuous standardized training program to its members.
- B. Hurricane Fire & Rescue shall provide standardized training references and materials made available for the use of its members in conjunction with the Fire Department training program.
- C. All Hurricane Fire & Rescue members shall participate in the department training program relative to their position and classification within the department.

OBJECTIVE:

- A. To provide a policy relative the department training program.
- B. To list the responsibilities of the various levels of the department relative to training.
- C. To list the minimum training program requirements in terms of required training hours per month.

AUTHORITY AND RESPONSIBILITY:

- A: The authority and responsibility for the adoption and approval of various training requirements shall be vested in the Fire Chief and Training Officer.
- B: The Training Officer, in collaboration with the Fire Chief, shall be responsible for:
 - 1. Evaluation of training program content.
 - 2. Evaluate continuity of training between shifts and regular drill meetings.
 - 3. Development of a yearly training schedule.
 - 4. Continuity of training between Hurricane Fire & Rescue and other agencies and departments.
 - 5. Work in close conjunction with Chief and Officers in matters relating to training.
 - 6. Scheduling junior training.
 - 7. Providing all necessary support and assistance
 - 8. Arranging for and scheduling special training sessions.
 - 9. Evaluate the training needs of personnel.
 - 10. Scheduling and conducting routine monthly training sessions and drills
- C: All Hurricane Fire & Rescue 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 classification and position within the department.

TRAINING RECORDS AND CODES:

- A: Training records shall be processed and maintained.

AREAS OF TRAINING AND REQUIREMENTS:

The following section identifies the minimum required amounts of training time of paid Duty Crews for various general training program areas:

- A: A minimum of four (4) hours of training are required per person per month.
- B: The training program consists of the following areas:
 - 1. Recruit Training.
 - a. NFPA Standard 1001
 - 1. Firefighter Level I, II
 - 2. In-Service Training
 - a. In-service classes
 - b. Streets and hydrants
 - c. Company training classes
 - d. Evolution drills
 - e. Drivers training
 - 3. Outside Training
 - a. College level training
 - b. Non-departmental training

CONTENT:

- A: All training programs conducted by Hurricane Fire Rescue will be consistent with the West Virginia State Fire Marshals Office, FEMA, County Councils and all acceptable practices of the NFPA.
- B: Any member unable to meet these requirements may request in writing to the Training Officer and the Chief an alternate method for making up the training. This alternative method will be designed to allow a member who foresees a problem attending training, on a temporary basis, the means to satisfy his/ her training requirement. The Training Officer must review the request to insure the substitute training is consistent with the mission of the dept. The Training Officer will recommend any changes to the Chief who will approve or deny the request. The written request must contain the following information:
 - a. The reason why the member's training requirements cannot be met.
 - b. An outline of the substitute-training program.
 - c. A schedule showing when the training will be done.