

Saint Lucie County Fire District Explorer Post #448



Standard Operating Procedures

The Saint Lucie County Fire District Explorer Post #448 is a youth organization sponsored by the Saint Lucie County Fire District, 5160 Milner Drive, Port St. Lucie, Florida, 34983 and is chartered by Learning for Life.

6/16/2010

Explorers

Membership Requirements:

- 15 to 21 years of age or 14 in 9th grade, new applicants must be under 18 years old
- Resident of Saint Lucie County
- Must have reliable transportation to all Explorer events
- Must be enrolled in scholastic institution and maintain a minimum 2.0 GPA, report cards are required every quarter. Graduated and GED recipients must continue their education towards the fire service.

Explorers will be accepted into the program at the discretion of the Lead Advisor. Explorers are representatives of SLCFD and will adhere to these SOPs and the SOGs of the Fire District.

Membership in the program is not a right, it is a privilege.

Lead Advisor

Lead Advisor has the immediate responsibility of the Explorer Post. He/She is appointed by the Fire Chief and remains in this position at the discretion of the Fire Chief and coordinates activities of the Explorer Post.

Requirements:

- Must be an employee of Saint Lucie County Fire District
- Must be at least 21 years of age
- Must be approved by the Gulf Stream Council Learning for Life

The Lead Advisor is the ultimate authority within the chain of command of the post. He/She is responsible for all activities of the post and is responsible for giving direction to all Explorers and Advisors.

Advisor

The Lead Advisor will appoint all Advisors. Advisors are responsible for assisting the Lead Advisor with the overall operations of the post. He/She will act as adult supervision of the post.

Requirements:

- Must be an employee of Saint Lucie Fire District
- Must be at least 21 years of age
- Must be approved by the Gulf Stream Council Learning for Life

Junior Advisor

The Lead Advisor will appoint all Junior Advisors. A Junior Advisor will have the same rights and responsibilities of an advisor except he/she cannot act as adult supervision. Upon turning 21 the Junior Advisor may become an Advisor if in good standing with the post at the discretion of the Lead Advisor.

Requirements:

- Must be a high school graduate
- Must be between 18 and 21 years of age
- Must be employed by Saint Lucie County Fire District

General Rules

All Advisors are representatives of Explorer Post 448 and the Saint Lucie County Fire District. It is their responsibility to ensure all rules and regulations of the post and the Fire District are followed.

All Advisors will maintain a “two deep rule” during any Explorer event, which means a minimum of two advisor supervision at all events.

All advisors will complete the Learning for Life online class, Adult Post Advisor Training within the first 6 months of becoming an advisor.

New Member Probation

All new members will complete a minimum of three (3) months probation prior to obtaining full membership. This probation may be extended at the discretion of the Lead Advisor during the probationary period.

New members:

- Will not participate in field ride time (FRT)
- Must complete the minimum training; CPR (health care provider), Blood Borne Pathogens Awareness, Medical Check Offs, and FRT orientation.
- Must not take any absences from Explorer events unless approved by the Lead Advisor

New probationary members may be dismissed from the program without reason during their probationary period by the Lead Advisor

Uniform for probationary members is as follows:

- Red polo shirt (this is NOT a t-shirt)
- Navy blue pants
- Black uniform style belt
- Black boots

New members are responsible for purchasing probationary uniform and have one month to comply.

Unexcused absences of probationary members will result in automatic dismissal.

Excused absences will result in a two week extension to the probationary period for every one event missed.

Any new member who misses three events during their probationary period, even excused, will be considered for dismissal.

Meetings, Training, and Special Events

This post will typically conduct two meetings per month. Date and time of additional training and special events will be given at least two weeks prior.

Meetings will be held on the first and third Monday of every month from 1800 to 2000 at a location to be determined by the Lead Advisor.

All members are required to attend 100% meetings and training. Explorers who miss meetings will miss out on important training and information; this will adversely affect the Explorer's opportunity for education and advancement and may result in disciplinary action up to and including dismissal from the program.

Excused Absences

Any member who knows in advance that he/she will be absent from a meeting or event will make a request in writing and submit it to his squad leader to be sent up the chain of command for approval and will be filed with the attendance record.

Any probationary member must receive approval from the Lead Advisor.

Any member who is sick or has a family emergency will contact his/her squad leader or Explorer officer at least two hours prior to the meeting or event and this information will be sent up the chain of command ASAP. A written explanation will be turned in by the next meeting.

Notebooks

All members are required to have a notebook and a pen and pencil at all meetings and events. The first page or inside cover should have Explorers name, address, phone number and email address. It is recommended each Explorer have a three ring binder to keep his/her copy of these SOPs and any other written information provided by the post.

Training

During training all safety rules will be adhered to. Proper safety equipment will be worn when performing task.

Be prepared for physical training at any time by bringing running shoes and shorts or sweats.

Hydration is of the utmost importance; always have plenty of drinking water with you.

Special Events

During special events, be prepared to wear whichever uniform is called for at the discretion of the lead advisor.

Special events do not count toward your FRT hours.

Standards of Conduct

All members of the post will maintain proper conduct at all times, not only while performing post activities but also during day to day life. As a Saint Lucie County Fire District Fire Explorer, you are a representative of the Explorers and the Fire District and are expected to be respectful and courteous to everyone at all times. Any behavior that may give a bad impression of the program or the Fire District will result in immediate dismissal. The following activities are not permitted:

- No profanity
- No tobacco products
- No drugs or alcohol
- No lying or cheating
- No fighting
- No spreading rumors or gossip

No member will engage in conduct unbecoming a Fire Explorer that may adversely affect the reputation of the Explorer Post or the Fire District.

All members, whether in uniform or not, will maintain professional appearance and conduct at all times.

Members will address advisors and Explorer officers by their rank and last name or by sir or ma'am.

Anytime uniformed personnel enter a meeting or classroom, the first person to see that person will call the post to come to attention. At that time all Explorers will come to attention and remain at attention until told to carry on or at ease.

No hats will be worn inside a building. That includes fire stations while doing FRT.

Any member who fails to abide by these rules and regulations shall be subject to disciplinary actions and or dismissal from the post.

Reprimands

Anyone who violates these rules and regulations will be warned and reprimanded. Counseling will be used to make the person aware of the mistake and how to correct it. Severe violations or multiple counseling will result in written reprimand.

Membership into this organization is a privilege not a right. Any member who fails to maintain the highest level of conduct for the good of the post may be terminated without warning.

Explorer Officers

The Explorer Post officers will consist of: Captain, Lieutenant and Squad Leader. The Lead Advisor will appoint all positions. When a position opens, resumes and letters of interest will be accepted for consideration.

Captain

This person will be the highest ranking Explorer in the post. The following are the requirements of the Captain's position:

- Must have been a member of the post for a minimum of two years.
- Must have held the rank of Lieutenant for at least six months
- Must be at least 16 years of age
- Must pass the SOP test with a score of 90%

The Captains responsibilities are to ensure the smooth operation of the post. He/she will uphold the rules and regulations and will report directly to the Advisor and or Lead Advisor.

Lieutenant

This person will be the second highest ranking officer in the post. The following are the requirements for the Lieutenant's position:

- Must be a member of the post a minimum of one year
- Must have held the rank of Squad Leader for at least three months
- Must be at least 16 years of age
- Must pass the SOP test with a score of 90%

The Lieutenant's responsibility is the daily operations of the Post. His/her primary responsibility is that all members have proper gear and it is worn correctly and safely. He/she will assist with any training issues. The Lieutenant reports to the Captain and may be required to step up to the temporary position of Captain in his/her absence.

Squad Leader

Squad leader is the third highest ranking officer in the post and is responsible for the conduct and appearance of his/her squad. One Squad Leader will be appointed to the position of Drill Instructor and will have full command over the post while in marching formation. He/she will conduct uniform inspections and has the authority to initiate discipline for uniform violations (IE: pushups or running). The following are requirements for Squad Leader:

- Must be a member of the post for a minimum of one year
- Must be at least fifteen years of age
- Must pass the SOP test with a 90%

The Squad Leader reports to the Lieutenant

Uniform and Appearance

Class B uniforms will be provided and paid for by the Explorer, including the purchase of boots and belts. Each Explorer will be responsible for the care and laundering of his/her uniform. Worn or damaged uniforms will need to be replaced on an as needed basis.

The Explorer Captain will have all members fall in to their squads at the beginning of all events and meetings for uniform inspection and will report any deficiencies in writing to the advisor in charge.

Class B uniform

The Explorer Class B uniform will consist of:

- Red polo shirt with designated embroidery and appropriate collar brass designating rank (officers only). No badges are authorized.
- Navy blue work pants
- Black uniform belt with plain silver buckle
- Polished black boots
- Red Explorer T-shirt

The Class B polo shirt and red explorer t-shirt must be purchased at Day Dream's Uniforms. Explorers will be authorized to purchase 1 polo and 2 T-shirts AFTER successful completion of initial probation.

Daydreams Uniforms
6911 Heritage Drive
Port St. Lucie, FL 34952

Meetings- Class B uniform

Training- Uniform pants, red t-shirt, belt, boots

PT- Navy blue shorts or sweat pants, red T-shirt, athletic shoes

Field Ride Time (FRT)-Class B uniform

Appearance

Explorers are required to maintain their uniform. Dress shirts should be routinely dry cleaned with medium starch. When uniforms are worn they will be worn in their entirety.

Each Explorer will maintain good hygiene and be presentable at all times.

Males- will maintain a haircut above the ears and off the collar, no sideburns or facial hair is allowed. Any hairstyle that draws undue attention is unacceptable. Male Explorers will be clean shaven for all meetings, events and FRT, no exceptions.

Females- will maintain a neat haircut. Bangs should be trimmed not to interfere with the eyesight. The length of hair must be above the collar at all times, this can be accomplished by using a restraint. No excessive makeup is permitted.

Neither male nor female Explorers are permitted to wear jewelry when in uniform.

Field Ride Time FRT

Explorers must complete their three (3) month probation period prior to being considered eligible for FRT.

Prior to FRT all Explorers must complete the minimum training consisting of:

- CPR-Health Care Provider
- Blood Bourne pathogens/AIDS awareness
- Medical check offs
- FRT orientation

Scheduling Field Ride Time

- Make contact by e-mail to Fire District designee for confirmation of ride time schedule. [Must be done 3 days in advance.]
- Minimum 3 hour blocks
- 8 hours minimum ride time per month
- Ride only between the hours of 0730 and 2100, Monday - Saturday
- Ride only at assigned station and shift

Explorers should plan to arrive 15 minutes prior to beginning of ride time. Explorer will immediately make contact with CO. Explorer will introduce himself to the CO and all crew members. The CO will give the Explorer a truck assignment for the day.

Explorers should bring food for their ride time. The crew may not have time to stop.

Once the Explorer arrives he/she may not leave during ride time to get food or for any other reason.

Explorer will report to the station in full class B uniform with reflective safety vest to be worn on **ALL CALLS**.

Explorers will bring all bunker gear and dress out for all fires, alarms and MVCs.

Explorers should bring extra clothes in case they get wet or dirty.

Explorers will always identify officers by their rank and name. Never use first names.

Explorers may only be supervised by career firefighters. New hire probationary firefighters are not permitted to supervise Explorers.

Any problems that occur during FRT should be reported to an Explorer Advisor on Shift immediately.

A complete set of ride time rules are on the G-drive.

At the end of each shift the Explorer is required to have a ride time evaluation form filled out and signed by the CO.

Permissible Activities

The following are permissible activities by the Explorer during Field Ride Time.

Explorers are permitted to assist or perform skills in which he/she has been trained, up to basic EMT and only under the supervision of a senior paramedic, and basic fire ground operations out of harms way only under the supervision of a non probationary firefighter.

Explorers may assist in medical care only when there are no risks and they are wearing appropriate PPE.

Explorers have no medical authority regardless of training.

Explores may assist with basic first aid and setting up of equipment.

Explorers may assist in cleaning of equipment provided they are wearing correct PPE

Explorers are permitted to respond and assist on fire and medical calls.

Explorers are permitted to ride on apparatus as long as they are seated and wearing a seatbelt at all times. Violation of seatbelt rule will result in immediate dismissal from the program.

The following rules are established not only by the Advisors and the Fire District but also by Learning for Life and its insurance company.

- Explorers must remain in the cold zone of a Haz-Mat incident
- Explorers must don proper equipment related to the incident
- Explorers can assist on the attack of a brush fire
- Explorers will wear reflective vest while working on roadways
- Explorers will wear helmet on construction sites
- Explorers must be supervised by a career firefighter when performing any activities

FTA- Field Training Advisor will be considered a non probationary firefighter who is supervising the Explorer as explained above. The FTA will be assigned by the company officer for each field ride time.

Although the Explorers are permitted to assist on the above incidents, the CO and FTA should evaluate the incident as to whether the Explorer should participate or not.

Explorers may participate in public education activities.

Explorers can assist with truck checks but may not sign check offs.

Prohibited Activities

The following activities that are prohibited are not only established by the Advisors and the Fire District but also by Learning for Life and its insurance company. It is important that these rules are adhered to.

Unacceptable activities for the Explorers are as Follows:

- May not enter a warm or hot zone of a hazardous materials incident
- May not enter a structure fire during the initial attack or primary search
- May not be used as manpower
- May not climb an aerial ladder except in training
- May not climb a ground ladder that extends past 24 feet
- May not perform ventilation procedures on a burning structure
- May not use hydraulic tools
- May not use chain saws, K-12s, cutting torches or cutting tools
- May not drive any vehicle at any time
- May not perform any medical skill that requires a license
- May not handle needles including glucometers
- May not be supervised by a volunteer or new hire probationary firefighter

It should be kept in mind that there are many tasks that an Explorer can be assigned to on an incident where he/she will still gain valuable experience.

Explorers should ensure that all cell phones are silenced and that personal calls should be kept to a minimum.

Explorers will refrain from using the telephone in excess. Explorers are subject to the same rules and regulations as career firefighters. When answering the telephone the following should apply:

Saint Lucie County Fire Station 18
Fire Explorer Jones speaking
How may I help you?

In the event that a scene becomes unsecured the Explorer will be instructed to return to or remain in the vehicle.

Explorers may not write fire or medical reports.

Explorers are not permitted to witness a refusal.

Explorers may not give medical advice.

Discipline

The Lead Advisor must approve all disciplinary actions.

Explorer officers can issue written warnings to any Explorer that is in violation of the post's SOPs. If an Explorer officer issues a written warning, an Advisor must approve the violation. If a second written warning is issued to the same Explorer for the same violation, then the Lead Advisor must approve the violation.

If an Explorer receives three written reprimands, he/she may be terminated from the Explorer program. Violations that will result in a written reprimand may include, but not limited to:

- Unexcused absences
- Problems that may arise during FRT
- Failure to follow the SOPs

Types of Discipline an Advisor may use:

- Typed Essay
- Presentation to Post
- Physical training (pushups, sit ups, running, etc.)
- Suspension of attendance (examples FRT, events, meetings)
- Termination

Any behavior that may give a bad impression of the program or the Fire District may result in immediate dismissal. The following activities are not permitted:

- No profanity
- No tobacco products
- No drugs or alcohol
- No lying or cheating
- No fighting
- No spreading rumors or gossip