

# Annual Planning Master Calendar

## 209.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure the development of a master schedule of annual activities that will assist with the overall planning and coordination of district resources, training and other activities.

### 209.1.1 DEFINITIONS

Definitions related to this policy include:

**Target hazard** - A building or occupancy that is unusually dangerous in terms of life loss, or that has a high potential for property damage. A target hazard is often the subject of a target hazard assessment and training by virtue of its potential to overload equipment and personnel resources; involve atypical hazards; require special technical advice; require a multi-agency response; involve complex firefighting operations; and have a significant impact on the community if the building or occupancy were destroyed.

## 209.2 POLICY

The Blue Ridge Fire District will establish, update and maintain a master schedule of annual activities to facilitate the overall planning and coordination of activities and resources.

## 209.3 RESPONSIBILITIES

The training and EMS coordinators are responsible for creating and maintaining a calendar that includes a schedule of all training required in compliance with state and federal regulations, required inspections and other significant activities. The calendar should include at a minimum:

- (a) All necessary National Incident Management System (NIMS) and Arizona Division of Occupational Safety and Health (ADOSH) training.
- (b) All required Emergency Medical Care Technician (EMCT) recertification training as necessary to meet the Arizona Bureau of Emergency Medical Services & Trauma System and National Registry requirements.
- (c) Training required for maintaining competencies in job-specific duties and functions, including emergency response roles, the Incident Command System (ICS) and Arizona Center for Fire Service Excellence training, in addition to hazardous material training, wildland interface training and target hazard training as required by federal, state and local law or regulatory agency. Training may include manipulative exercises, didactic classroom work and simulations.
- (d) An annual vehicle inventory.
- (e) An inspection and review of all subscription plot plans and pre-fire plans.
- (f) Protective clothing inspections.
- (g) Self-contained breathing apparatus (SCBA) inspections and testing.

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- (h) Hose and ladder inspection.
- (i) Vehicle and pump capacity inspection and testing.
- (j) Annual medical evaluation of personnel.
- (k) Annual quantitative and qualitative fit testing of respiratory protection devices.
- (l) All other training and inspections required by any federal, state or local agency.