

SOG# 504-3	Standard Operating Guideline		
	Cumberland Road Fire Department Inc. Training Hours and Requirements	Approved By	
		Steven W. Parrish	
		Effective Date	Revised Date
		August 15, 2019	January 24, 2022

Purpose:

The purpose of this standard is to establish guidelines for all personnel, paid and volunteers, of training requirements and required training hours.

Definitions:

Company Training - Company Training is any **structural fire suppression training**. This training can be held at the fire station, open areas, streets, acquired structures, etc. Personnel are allowed to count a maximum of 12 hours of Medical Responder or EMT training per year toward company training. Water rescue, land search, and other non-fire suppression training is not creditable.

Officer Training - is specifically for the department officers to improve their skills as a fire ground officer. Officer's training can also include leadership training; if an officer has more than 12 hours of officers training, those extra hours can be used as company training.

Drivers Training - is for personnel that currently are allowed to drive the department structural firefighting apparatus. This training can include drivers' safety classes, pumping operations, etc. If a driver has more than 12 hours of driver training, those extra hours can be used as company training.

Hazardous Material Training - should be at a minimum awareness level in accordance with the general criteria of NFPA 472. If personnel have more than 6 hours of Hazardous Material training, those extra hours can be used as company training.

Facilities training - training conducted at a facility with a 3-story training tower and a facility with a burn building. If personnel have more than 18 hours of training at the facility, those extra hours can be used as company training. Creditable training at a facility must be some type of training or drill in which the facilities are being used. ***A classroom session held at a facility is not considered facility training unless some hands-on training takes place along with the classroom session.***

Automatic Aid Training – Quarterly training conducted with departments/stations that provide automatic aid to our department on a first alarm basis.

Continuing Education (Con-Ed) - Training activities or classes provided in-house or through a Community College or other training agency generally geared towards refreshing knowledge, skills, and current practices. The training may result in Continuing Education Units (CEU's) being awarded.

Local Classes - Any class that is held within Cumberland County

Out-of-town Classes - Any class that is located outside of Cumberland County.

DOI- Department of Insurance

OSHA – Occupational Safety and Health Administration

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Policy:

It shall be the policy of the Cumberland Road Fire Department that all personnel will follow the guidelines set forward in this standard.

Procedure:

Training Requirements

Company Training

As set forth by the Training Division, all company training shall be followed.

All Company Evolution shall be conducted as directed by the Cumberland Road Fire Department Training Division

All personnel will be required to have a minimum of 36 hours of firefighter training annually. However, it's the expectation of the Department, and it is highly encouraged that each member strives to reach 192 hours annually.

Officer Training (Lieutenants and above)

All Officers shall receive a minimum of 12 hours annually of Officers training.

Officers Training shall consist of classes emphasizing such subjects as leadership, tactics, strategy, command, and other training set forward by the Training Division.

All Officers are also required to complete all Firefighters and Driver/Operator training in addition to the Officers Training.

All Officers are highly encouraged to obtain Fire Officer I certification.

Chief Officers are required to obtain and maintain Chief 101 certification.

Driver/Operator Training

All Driver/Operators are required to have a minimum of 12 hours of Driver/Operator training annually.

All Driver/Operators are required to meet all firefighter training in addition to Driver/Operator training.

Haz-Mat Training

All personnel are required to obtain a minimum of 6 hours annually of Hazardous Materials training.

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Facilities Training

The Training Division will make every effort to schedule a minimum of 18 hours annual training conducted at a facility with a 3-story training tower and a facility with a burn building.

Automatic Aid Training

The Training Division will make every effort to schedule quarterly automatic aid training with all departments/stations that provide automatic aid to our department on a first alarm basis, so long as their station is within 5 miles of our district line.

Emergency Medical Technicians Continuous Education Training

All certified EMT's are required to have a minimum of 24 hours of EMS Continuous Education annually, with a mandatory three (3) hours in each of the following subjects:

- Blood-borne pathogens
- CPR
- Skills evaluations

National Incident Management System Training

All personnel are required to complete the National Incident Management System Training following courses:

- ICS-100 Introduction to the Incident Command System
- ICS-200 ICS for Single Resources and Initial Action Incidents
- ICS-700 National Incident Management System, An Introduction
- ICS-800 National Response Framework, An Introduction

All Officers are required to complete the National Incident Management System Training following courses:

- ICS-300 Intermediate ICS for Expanding Incidents

All Chief Officers are required to complete the National Incident Management System Training following courses:

- ICS-400 Advanced ICS for Command and General Staff

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Probationary Firefighter Training

The intent of Probationary Firefighter Training is to provide minimum guidelines for probationary personnel entering the fire service. Upon acceptance as a Cumberland Road Fire Department member, all probationary personnel will be issued a Probationary Firefighters Training Handbook. Probationary personnel are given a maximum of ninety days to complete the program. It is emphasized that this is NOT a basic training course and should NOT, under any circumstances, be substituted for a basic firefighter training course. Probationary personnel are highly encouraged to pursue Firefighter I and II classes as soon as possible.

Training Documentation

Documentation

All Training, including evolutions, shall be entered into Emergency Reporting RMS following the established Emergency Reporting RMS reporting directions.

The Company Officer is responsible for ensuring that all training is entered into the Emergency Reporting RMS and entered each shift promptly.

Personnel who are members of another department, the training they obtain from that department may be creditable for our department. Training held at a facility, new drivers training, and HazMat training can be credited at 100% hour for hour. Company Training there is a 50% reduction in those hours. **To obtain this credit, you must have a copy of the training records from the other department.**

Attending Classes

Dress Code

When attending training, all members are to dress according to the expectation of the delivering institution. However, at no time shall tank tops, sleeveless shirts, shorts, or flip-flops (open shoes), be worn. In addition, inappropriate, suggestive, or obscene language, advertisements of images of drugs/alcohol, or other possibly offensive symbols are not allowed on any article of clothing.

When attending class, appropriate footwear shall be worn. This may include safety toe shoes or boots, dress shoes, or tennis shoes, depending on the class type (i.e., lecture or hands-on class). At no time shall any open-toe shoes be worn. Personnel will be in normal duty uniform when attending class while on duty.

Responsibilities

It shall be the responsibility of the Assistant Fire Chief of Training to follow all training procedures to ensure proper training goals that the Training Division has set are met.

It shall be the responsibility of the Assistant Fire Chief of Training to ensure that all training is entered into the department's RMS promptly.

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All Personnel

It shall be the responsibility of all personnel to complete the CRFD Training request form (Located in Aladtec). The Training Division will be responsible for entering the requested training class into Emergency Reporting.

It shall be the responsibility of all personnel who attended a class to enter the training into Emergency Reporting RMS upon completing the training class. A class attended by more than one member requires an entry from a single attending member.

It shall be the responsibility of all personnel to notify the Training Division as soon as possible and when possible before the start date of the actual class if they are unable to attend a class that they have been approved or required to attend.

Training Division

It shall be the responsibility of the Training Division to ensure these guidelines are followed and required training hours have been met. In addition, the Training Division shall be responsible for maintaining training records entered into Emergency Reporting RMS by personnel.

It shall be the responsibility of the Training Division to review training reports in Emergency Reporting every month and notify the Assistant Fire Chief of Training if training is not entered correctly or if personnel are missing training. A training audit will be completed monthly and reviewed by the Fire Chief monthly no later than the 15th of the month.