


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

**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 up to 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 officers of the department, to improve their skills as a fire ground officer. Officers 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 drivers 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 that is conducted at a facility that has a 3-story training tower and a facility with 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 facility in not considered facility training unless some type of hands on training takes place along with the classroom session.**


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

**Continuous Education (Con-Ed)** - Training activities or classes provided in house or through a Community College or other training agency that is 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

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OSHA – Occupational Safety and Health Administration

**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***

All company training shall be followed, as set forth by the Training Division.

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 on an annually basis. However, it's the expectation of the Department and 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 with emphasis on such subjects as leadership, tactics, strategy, command and other training set forward by the Training Division.

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

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


Chief Officer 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***

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

***Facilities Training***

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

***Automatic Aid Training***

The Training Division will make every effort to schedule quarterly automatic aid training with all departments/station that provide automatic aid to our department, on 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 3 hours annually 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 Advance 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 member of Cumberland Road Fire Department, 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 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 Firehouse RMS following the Firehouse RMS reporting directions.

The Company Officer is responsible for ensuring that all training is entered in to the Firehouse RMS and entered in a timely manner each shift.

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 Haz Mat training can be credited at 100% hour for hour. Company Training there is a 50% reduction in those hours. **In order 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 in accordance to the expectation of the delivering institution. However, at no time shall tank tops, sleeveless shirts, shorts, or flip-flops (open shoes), be worn. Inappropriate, suggestive, or obscene language, advertisements of images of drugs/alcohol, or other possible 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 type of class (i.e. - lecture or hands on class). At no time shall any open toe shoes be worn.

When attending class while on duty, personnel will be in normal duty uniform.

### ***Responsibilities***

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

It shall be the responsibility of the Assistant Fire Chief of Training to ensure that all training is entered in the departments RMS in a timely manner.

***All Personnel***

It shall be the responsibility of all personnel to complete the CRFD Training request form (Located in Aladtec).

It shall be the responsibility of all personnel that attended class to enter the training into Firehouse RMS or Fill out a CRFD Training Form and turn in to the Training Division.

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. The Training Division shall be responsible for maintaining training records entered into Firehouse RMS by personnel.

It shall be the responsibility of the Training Division to review training reports in Firehouse on a monthly basis 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.