

	ARLINGTON COUNTY FIRE DEPARTMENT STANDARD OPERATING PROCEDURE	
	OFFICE OF THE FIRE CHIEF	
	SUBJECT: Volunteer Orientation and Indoctrination	SOP# OFC VOL - 02
	APPROVED: Edward P. Plaugher Fire Chief	Initiated 11-01-02
	APPROVED: Paul Schomburg Volunteer Coordinator	Revised

A. PURPOSE

A standard and consistent process is necessary to prepare new volunteer personnel for effective participation in the Arlington County Fire and Rescue Association (ACFRA) and Arlington County Fire Department (ACFD). This preparation consists of a basic orientation to fire department operations for members, as well as a competency-based knowledge and skill assessment for volunteers who seek Operational status.

B. GENERAL

New volunteers are expected to participate in regularly scheduled training designed to prepare them for their responsibilities in fire department operations. In order to properly orient new personnel, a two-tiered approach to begin the incremental professional development of the member is to be used. This approach focuses on knowledge and skills specific to the role the new member has chosen during the application process. Basic competency levels will be achieved through training, practice, and evaluation.

C. POLICY

3. Overview

- a. The ACFRA has established a two-tiered system for orientation training:
 - 1) Level 1: Provides a general understanding of fire department operations for participation as Administrative and Operational personnel.
 - 2) Level 2: Provides the skills and knowledge necessary to participate as an Operational Recruit Member.

- b. The Orientation and Indoctrination Program shall be administered under the direction of the Volunteer Training Officer. The Volunteer Leadership Committee on an annual basis will select the Volunteer Training Officer in the month of January. The Volunteer Training Officer will develop an annual curriculum for Level 2 training based on current ACFD Standard Operating Procedures and ACFD equipment.

- c. New members will be eligible to participate in Level 2 training following issuance of the appropriate personal protective equipment as outlined in Standard Operating Procedure VOL 02-04, Personal Protective Equipment and Uniform Management for Volunteers.
- d. At the completion of each level of orientation, members will be required to complete the appropriate skills and knowledge evaluations. Successful completion of the Level 1 training is a prerequisite for completion of Level 2 training. Members who have not completed Level 1 may observe Level 2 training sessions.

2. Training Curriculum

- a. Level 1 orientation and indoctrination will consist of the following topics:

- 1) History, Organization, and Terminology
- 2) Citizen CPR (Administrative members only)
- 3) Chain-of-Command and Accountability
- 4) Personal Safety and Fire Prevention
- 5) Cultural Diversity (EEO/AA)
- 6) Communications
- 7) Extinguishers

- b. Level 2 orientation and indoctrination will consist of the following topics:

- 1) Fire Operations
 - a) Identification and Use of Tools and Appliances
 - b) Personal Protective Equipment
 - c) Self-Contained Breathing Apparatus
 - d) Hose Loads and Management
 - e) Forcible Entry Concepts
 - f) Ground Ladder Placement
 - g) Salvage and Overhaul
 - h) Ventilation Practices
 - i) Search and Rescue Concepts
 - j) Hazardous Substance Communication and Awareness
- 2) EMS Operations
 - b) Identification and Use of Equipment
 - c) Oxygen Administration Equipment
 - d) Patient Packaging and Transport
 - e) Healthcare Provider CPR and AED
 - f) Infectious Disease Control

3. Competency Testing

- a. Following completion of the training curriculum for each level, members must successfully complete knowledge and skill competency evaluations. A score of seventy percent will be required to pass the written tests. Pass/Fail scores will be given on practical skill evaluations.
- b. Members failing any component of the competency evaluations will be provided an opportunity to re-test on that component on a date not to exceed 30 days from the original testing date. Members failing the re-test will be required to repeat the entire curriculum for that level.
- c. The Volunteer Training Officer or their designee will administer written tests. Skills tests will be administered by an ACFD Officer or designated Volunteer Officers approved by the Volunteer Leadership Committee. Volunteer Officers will be eligible based upon qualifications, experience, or expertise demonstrated during fire department operations.

4. Minimum Operational Requirements

The following qualifications will be required to participate as an Operational Recruit Member on the designated unit:

- a. ALS Unit: Level 1, Level 2, current Commonwealth of Virginia EMT-B certification.
- b. Fire Suppression Unit: Level 1, Level 2.
- c. BLS Unit: Level 1, Level 2, current Commonwealth of Virginia EMT-B certification, and meet all other requirements as specified by the Arlington-Falls Church Volunteer Rescue Squad.
- d. Support Units (LA103, etc.): Level 1, Level 2
- e. Canteen Unit: Level 1

END