

**WEST WILDWOOD VOL. FIRE DEPARTMENT
JUNIOR FIREFIGHTER PROGRAM**



**STANDING OPERATING PROCEDURES
2010**

West Wildwood Fire Dept. Junior Firefighter	Operational Procedure 100	Effective: 01/01/11
Standard Operating Procedures		
		Authorization: William J. Cripps, Chief

1. Purpose

1.1 All procedures are written in an effort to standardize emergency operations and provide guidance to responding personnel. This document will describe general duties and responsibilities along with general behavior as a member of this department.

2. Scope

2.1 All members of the Junior Firefighter Program of the West Wildwood Fire Department shall be familiar and compliant with the requirements and intent of this document.

3. General Duties and Responsibilities

- 3.1 All Junior Firefighter will, on a continual basis, maintain familiarity with all Standard Operating Guidelines and safety regulations, and will be responsible to adhere to the guidelines and regulations at all times.
- 3.2 Each Junior Firefighter will be responsible for keeping his or her issued equipment and Personal Protective Equipment (PPE) clean and in good physical condition. Additionally they are responsible to treat with care and maintain all other issued department equipment.
- 3.3 Issued equipment or PPE lost, stolen or damaged will be reported immediately to the Chief of the Department.
- 3.4 Upon termination of membership, all WWFD property is to be returned.
- 3.5 Junior Firefighters shall be courteous and orderly in their dealings with the public. They shall perform their duties quietly, avoiding confrontation and will not utilize any profane, violent or insolent language. Upon request of any citizen members will supply their rank and name in a courteous manner.
- 3.6 When answering station phones, members will be courteous and utilize the station number, rank and name.

4. General Station Behavior

4.1 Junior Firefighters shall behave in a responsible manner while in the fire station; excessive rowdiness in or around the facility will not be tolerated.

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- 4.2 At no time will any one under the age of 21 be permitted to consume alcohol beverages on FD property.
- 4.3 At no time will a member have in their possession or consume any illegal controlled dangerous substance upon apparatus, in or around facilities, or on properties of the Borough.
- 4.4 Tampering with PPE, personal property, or any FD equipment is prohibited. Violators may be subject to disciplinary action.
- 4.5 Junior Firefighters shall treat superior officers, subordinates and associates with proper respect, especially when at the scene of an emergency or in the public's eye. Officers shall be addressed by the rank.
- 4.6 Arguments/disagreements between members will not be aired in public. If the problem persists, upon returning to the station the senior officer should be consulted to rectify the discrepancy.
- 4.7 No equipment/tools may be removed from the station for non-fire department use without explicit authorization of the Chief of Ass't Chief. Additionally, when removing the borrowed equipment from the station, the member will be responsible to make a notation on the station board.

West Wildwood Fire Dept. Junior Firefighter	Operational Procedure 101	Effective: 01/01/11
Personal Protective Equipment		
		Authorization: William J. Cripps, Chief

1. Purpose

1.1 This document is to establish the basic guidelines for all PPE issued to and used by Junior Firefighters of this department.

2. Scope

2.1 All Junior Firefighters of the West Wildwood Fire Department shall be familiar and compliant with the requirements and intent of this document.

3. Personal Protective Equipment (PPE)

3.1 The standard issue PPE for the WWFD shall consist of the following and shall be issued by the Chief of Department.

- | | | |
|--------------------|------------------------|---------------------|
| 1 – Fire Helmet | 1 - Turn-out coat | 1 – Turn-out pants |
| 1 – Pair of gloves | 1 – Bunker style boots | 1 – Protective hood |

3.2 Once issued, it is your responsibility to care for the PPE, keeping in mind that the equipment issued is not only very costly, but most importantly IT IS FOR YOUR PROTECTION. You shall see that all equipment is maintained in working and ready order and that no unnecessary damage occurs.

3.3 ALL PPE is to be left at the fire station, on hooks provided. No Junior Firefighters shall be permitted to maintain PPE in their POV or homes, with the exception of Chief Officers.

3.4 PPE is to be donned and worn on responding apparatus BEFORE the apparatus leaves the station when responding to any fire, emergency scene or training session. The one exception will be the chauffeurs, who may wear pants only.

3.5 No addition marking shall be placed on any issued PPE other than those permitted by this document or authorized by the Chief of Department.

West Wildwood Fire Dept. Junior Firefighter	Operational Procedure 103	Effective: 01/01/11
Responses to and from Alarms / Training		
		Authorization: William J. Cripps, Chief

1. Purpose

1.1 This document is to establish the suggested standards by which Junior Firefighters of this department shall respond to and from incidents and training sessions while on fire department apparatus.

2. Scope

2.1 All Junior Firefighters of the West Wildwood Fire Department shall be familiar and compliant with the requirements and intent of this document.

3. Responding to and from alarms or training

3.1 When parents driving you to the station, they need to obey all traffic regulations and rules. You are responding as an auxiliary member of the department and NO reason for speeding.

3.2 Parents/Guardian dropping you off at the station, they are to approach the firehouse with caution for responding apparatus/vehicles.

3.3 Once at the station, you will put on full personal protective equipment. Check to make sure all jump seats have firefighters in them before getting into apparatus. When seat are open, Junior Firefighters may get into the apparatus.

3.4 Seatbelts will be worn when apparatus is in motion.

3.5 Place your tag on “Accountability” ring.

3.6 Once at the scene or drill site, junior firefighter will get off the apparatus and stay with the driver/engineer until given further direction. Staying out of the way of the driver/engineer during pump operations.

3.7 If all apparatus has responded, then the Junior Firefighter(s) will remain at station until another driver is able to transport them to scene/drill site.

3.8 Parent/guardians will not drive Junior Firefighters to the scene, but may drive them to the drill site, if applicable.

3.9 Always approach the scene cautiously, keeping aware of hazards that might exist.

West Wildwood Fire Dept. Junior Firefighter	Operational Guideline 104	Effective: 01/01/11
Riding Positions – Engine Company		
Revisions:	Authorization: William J. Cripps, Chief	

1. Purpose

1.1 This document is to establish responsibilities associated with specific riding positions, coupled with the mind set be members who ride in these positions. When they arrive, the firefighter will be responsible to exit the apparatus with a specific tool(s).

2. Scope

2.1 All members of the West Wildwood Fire Department shall be familiar and compliant with the requirements and intent of this document.

3. Seat # 1

3.1 The individual who rides in this position must be SCBA qualified and will be responsible to lead off with the appropriate line, advising the operator of which he/she will be pulling (i.e. 150' 1 ³/₄).

3.2 Equipment: Hand light.

4. Seat # 2

4.1 The individual who rides this position must be SCBA qualified and will back up the individual on the hose line.

4.2 Equipment: Irons (halligan/flat head axe)

5. Seat # 3 (IF there is a potential for a water supply)

5.1 Should be filled by a qualified firefighter, although a junior member may be utilized.

5.2 Equipment: Tools needed to establish a water supply (i.e. hydrant wrench, hydrant adapter, etc) along with a portable radio.

West Wildwood Fire Dept. Junior Firefighter	Operational Guideline 104	Effective: 01/01/11
Riding Positions – Engine Company		
Revisions:	Authorization: William J. Cripps, Chief	

6. Drivers seat

- 6.1 Qualified operators will only take this position. The individual will be responsible to follow SOG # 112, ensuring the safe arrival of the apparatus and personnel.
- 6.2 Upon arrival and establishment of the necessary firefighting lines, this individual will be responsible to collect the Accountability ring and ensure it makes it to the command post.
- 6.3 Upon arrival this individual will also ensure scene safety in positioning of the apparatus, lighting, scene security, etc.

7. Officers seat

- 7.1 The seat will be filled by a line officer when available. However, in the absence of a line officer, the senior member of the crew will assume command of the unit and ride in this position.
- 7.2 During response to an incident, this individual will be responsible to establish a safe route of travel. Additionally, he/she will note the location of the water source needed and advised the driver/operator.
- 7.3 During response he/she will remind all personnel to set their Accountability Tags onto the ring prior to exiting.
- 7.4 Upon arrival at the scene of any incident, will be responsible to keep all personnel from that unit together, thus enhancing the accountability system.
- 7.5 The equipment to be carried by the officer will be a hand light, TIC and portable radio.