

222 EXPLORER POST/JUNIOR FIREFIGHTER PROGRAM

Purpose:

To provide operational guidelines for the Florence Fire Department Explorer Post 401/Junior Firefighter Program.

Scope:

All Fire Department and Explorer Post/Junior Firefighter members.

Concept of Operations:

The Explorer Post/Junior Firefighter Program is designed to expose young adults to the duties, operations and functions of a modern fire department. Every attempt shall be made to utilize actual department training sessions, emphasize emergency responder safety and in general acclimate the Explorer with all the operations and services provided by the Department.

Definitions:

Explorer: Young adults under the age of eighteen and over fourteen years of age (and having completed the eighth grade) who are members of the Florence Fire Department Explorer Post 401. All Explorers shall report to the Explorer Committee Chairperson, Advisors or designee. In certain cases, as specified by the Boy Scouts of America, persons over eighteen years of age may be permitted to remain as members of the post.

Explorer Committee Chairperson: The person who is responsible for the overall administration and operation of Explorer Post 401. The Committee Chairperson shall be appointed by the Chief of Department.

Senior Advisor: A member of Florence Fire Department who has been appointed as the lead advisor of the Explorer Post. The Senior Advisor shall supervise all of the Advisors. The Senior Advisor shall report to the Explorer Committee Chairperson.

Advisors: Members of Florence Fire Department who have volunteered as advisory staff for supervision and operation of Explorer Post 401. All advisors shall report to the Senior Advisor.

Explorer Post Line Officers: There shall be a Captain and Lieutenant line officer position. These officers shall be filled by posting, review of personnel file and interview by the Chief Officers of the Department. Term of office shall run concurrent to Fire Department Officers of the similar rank

Administrative Operations:

Membership: All persons who seek to become a member of Explorer Post 401 shall have attained the age of fourteen and shall not be over eighteen years of age, except as specified above.

Membership is subject to approval of the Florence Fire Company No 1, and the Florence Fire District No1.

Each new explorer member shall pay the necessary dues and meet the membership requirements for admission into the Boy Scout Explorer Program as may be in effect by that organization at the time of application.

The Board of Fire Commissioners shall have the ability to deny any individual membership admission into Explorer Post 401 for just cause. They shall also be the final authority in removing any member who has been properly notified and processed.

Explorers shall not be issued blue light permits or paging device.

Line Officer Appointments: Each year, in November, the Senior Advisor of the post shall have posted requests for those who would like to interview for the position of Captain and Lieutenant of the Post. .

An interview board formed of Chief Officers of the department and advisors shall interview the candidates and review their personnel files for the purposes of selecting the best candidate for each position. That recommendation shall be forwarded to the Committee Chairperson for final review and approval.

Participation Requirements: Explorer Post 401 members shall be responsible for attending at least one-half of the meetings and drills per year. The Post Captain shall be responsible for keeping the official record of such attendance. The standard Fire Department Participation Record shall be used for this purpose.

Each Explorer Post member shall provide a copy of their official school report card to the advisor so designated. Explorer Post members not maintaining a "C" average shall not be permitted to participate in any post activities until their grade average is improved to at least the minimum.

Explorers who do not meet the minimum participation requirements shall be given thirty days to account for their inactivity. Without such a reasonable cause the Explorer may be removed from the rolls after an investigation is performed by the Senior Advisor.

The Senior Advisor shall make a report along with a recommendation to the Committee Chair, who may make a recommendation to the Chief of Department to waive this requirement for just cause on a case-by-case basis.

Explorers will utilize the same administration forms as members of the Department for participation tracking. Leave of Absence forms will be used to request leave for vacations, school trips or any

other activity that will require a prolonged absence by the Explorer. The Post Lieutenant shall process all such forms when received and so notify the Post Captain.

Explorer activities shall not exceed 22:00 hours regardless of the time of year, unless approved by the parent and accompanied by parent/guardian, advisor, and/or chief officer. Required schoolwork shall always take precedent over any fire department activity. Explorers are not permitted within the Fire Station during regular school hours. Explorers must be accompanied by a non-probationary adult member of the department while within the fire station.

Uniforms: Explorers may wear fire department casual wear (tee shirts, sweatshirts, etc.) at anytime. Behavior when these items are worn will be within the guidelines as for those who are adult members.

Department uniforms will be worn by all Explorer Post members and Advisors for the following: in house duty, drills, meetings, parades and public education programs. Use of the uniform and or PPE at any other time shall be approved by the Chairperson, Senior Advisor or Advisor placed in charge of an event.

Any new garment item displaying the Florence Fire Department logo must be approved by the Board of Fire Commissioners.

Emergency Operations:

Explorers are encouraged to participate with fire and EMS duty crews. When such participation takes place, the officer in charge of the duty crew shall make a notation of the Explorer's participation in the station's duty log.

Explorers while not permitted by law to actually engage in the extinguishment of hostile fires or the delivery of emergency medical care are permitted to ride in a seated, fully enclosed area of any fire department vehicle upon reaching the age of sixteen. To ride any fire apparatus members must have a current CPR certification. In order to ride on the BLS unit, the explorer must be 16 years of age and currently enrolled in an EMT-Basic Program.

While explorers should generally limit their emergency response activities to duty periods, they may respond with crew from within quarters, should an alarm be received. Explorers are never permitted to respond to any station for the purpose of staffing apparatus.

In all cases, the Explorer will seek and gain the permission of the apparatus officer or person acting as the officer of the apparatus prior to staffing the apparatus. The apparatus officer will have the authority to deny the Explorer a position on the unit. Proper PPE will be utilized during any response. Explorers are not permitted on Mutual Aid responses, Hazardous Materials Assignments, or on the limited access roadways. A maximum of two Explorers per fire unit are permitted during emergency responses. The Explorer will always ride in the rear cab when responding to alarms with fire apparatus. Explorers as well as adult members will always utilize passenger-restraining devices, regardless of the type vehicle they are riding.

During those periods when the Explorer is participating with a BLS unit, the Explorer will occupy a seat in the rear of the vehicle while enroute to the emergency and will take a position in the front passenger seat when transporting patients, unless specifically requested to do otherwise.

Explorers who have earned their NJ EMT certification may assist with patient care under the direct supervision of a NJ EMT, but are not permitted to use an AED.

Upon arrival at an emergency scene, the Explorer will remain with the operator of the apparatus or BLS unit. They will remain at that position and assist the operator with necessary functions.

Explorers riding with BLS units may make the unit ready to receive the patient, provide security for the vehicle, prepare the unit for immediate departure after patient loading, etc. During fire responses Explorers may help the pump operator make hose and fitting connections, straighten hose lengths, etc.

If an opportunity presents itself, the apparatus officer will escort the Explorer(s) at the incident closer to the scene for observation purposes. In some instances, a line officer may be assigned to conduct such activity and shall formally relieve the operator of the responsibility of the Explorer.

Explorers shall not to respond directly to any emergency scene.

Training:

Explorers under the age of sixteen may train on non-operating oxygen, suction equipment, porta-powers, pry bar, or similar equipment. Those over the age of sixteen may operate the equipment while under the close supervision of a properly trained member.

When appropriate, Explorers shall utilize approved personal protective equipment. It shall be used in the fashion as it was designed and for the period of time as is directed by the commanding officer. Equipment for such operations is supplied in station.

Training programs for all Explorers may include, but are not limited to, carefully supervised programs addressing the following:

- a) Use of Fire Department ladders
- b) Operation of various hose, nozzles and related equipment
- c) The use of a self contained breathing apparatus in non-hazardous environments
- d) Operation of portable fire extinguishers
- e) Fire Department administrative and operational procedures
- f) CPR instruction
- g) Emergency responder safety issues
- h) Incident Command Training

Explorers may attend the NJ EMT certification class or Firefighter I at the age of 16. To be eligible, the member must be a member in good standing; a permission slip signed by a parent or guardian, and approved by the Committee Chairperson and the Chief of Department.

Explorers wishing to continue their emergency services goal must exhaust all testing opportunities before applying to attend another class.

Committee Chairperson, Senior Advisor, Advisors and General Operations:

Committee Chairperson:

Shall be responsible for all administrative, training and emergency operations of the post. The Explorer Post Chairperson is appointed by the Chief of Department.

The Committee Chairperson shall assure that a close liaison is maintained with the Burlington County Chapter of the Boy Scouts of America and that all necessary reports, statistics and details are supplied to that agency as required or requested.

The Chairperson shall assure the effective and efficient operation of the Explorer Post as it relates to the overall objectives of the Florence Fire Department.

Senior Advisor:

This individual shall be appointed by the Committee Chairperson and shall act as the supervisor of the Advisor Staff.

The Senior Advisor shall be responsible for scheduling of all Explorer Post activities, coordination of department resources for support of post activities and carrying out the goals and objectives as determined in consensus with the advisor staff and the Committee Chairperson.

Advisor:

Advisors are responsible to answer directly to the Senior Advisor.

Shall be responsible for carrying out the rules and regulations for Explorer Post as prescribed by the Boy Scouts of America, the committee Chairperson and the Department.

Advisors shall maintain a constant professional and respectable appearance and attitude reflective of this organization and meeting the needs of presenting a positive role model to our Explorers at all times.

To remain an advisor, a member must meet the requirements of this document and maintain a level of participation conducive to the needs of the group.

The Committee Chairperson shall appoint all advisors, with the approval of the Chief of Department.

General Operations:

A minimum of two Advisors will be required to facilitate any meeting or drill of the Explorer Post.

At no time will any Explorer Post member be in contact with a single adult member. A minimum of two adults will be necessary to speak to any one Explorer when separated from the group. If the Explorer is a female, at least one of the two Advisors must be a female.

Fraternization between adult members and Explorer Post members is forbidden.

Field trips will have sufficient adult supervision as required by the Boy Scouts of America standards.

The Committee Chairperson will perform all disciplinary action, with the approval of the Chief of Department.

Safety:

All members shall assure the safety of Explorer members in all activities.

Operators of apparatus who become too busy to provide for such safety shall direct the Explorer to a safe location. The Explorer will stay at that location until called upon by the operator. The Explorer shall not move from that location, unless a safety hazard is present.

Explorers who ignore such orders shall be provided with due process and may be removed from the organization.