

# Manhattan Fire Protection District

Standard Operating Procedure	Section: ADMINISTRATION	Page 1 of 1
	Subject: Part-Time Orientation Requirements	Date 1/20/10 <b>SOP# 142-2</b>

## **PURPOSE:**

To ensure that all new part-time members of the Manhattan Fire Protection District complete the given 7-day orientation manual prior to being added to the schedule.

## **SCOPE:**

This procedure will apply to all personnel who are hired as part-time members.

## **ENFORCEMENT:**

The primary responsibility for adherence to this policy rest with each individual, the Fire Chief, and the shift leaders.

## **APPLICATION:**

- The Orientation shall be completed prior to be allowed to work in a scheduled position.
- The new part-time member must be in the Will/Grundy System prior to employment.
- The new part-time member shall give a list of days he/she can come in to complete the part-time orientation manual, which includes the following:
  - The history of the Manhattan Fire Protection District
  - Manhattan Fire Protection District's mission statement
  - The Chain of Command
  - The apparatus and standards of our apparatus
  - All EMS paperwork and ambulances
  - The daily routine / day to day operations, including SOP's
  - Apparatus and equipment location
  - Phone and internet usage
  - Dress code
  - Radio usage and frequencies
  - Documentation and all forms
  - Driver/Operator Program per SOP #450-1
  - SCBA, hose-line, hydrant, and rural water JPR's

Signature Chief Dan Forsythe Date 1/20/10