



Manhattan Fire Protection District

SOP #: 1006-1	Effective Date: 04/11/14	Revised Date: 07/11/16
Section: Training		
Subject: Main Article Training Guidelines		

PURPOSE:

The purpose of this procedure is to provide a continuous and progressive training program which will enable Fire District personnel to provide the highest level of service to the community and to provide continuous reinforcement and monitoring of the necessary skill and knowledge levels of Fire Department Personnel. The purpose is also to provide training that meets Federal, State, and Local Mandates and to comply with such mandates in the specified time frame.

SCOPE:

This policy is designed to provide a guideline for all training activity that occurs during non-emergency situations by on and off duty personnel. This policy is designed to provide a safe guideline for all members of the Manhattan Fire Protection District. Although the nature of the fire service is inherently dangerous, safety shall always remain the top priority. It shall be noted that any and all schooling or outside training activity must still follow rules set forth by the Manhattan Fire Protection District.

DEFINITIONS:

Chief Officer: This position covers the rank of Chief, Deputy Chief, and Battalion Chief. This position will work with the Training Coordinator on helping to provide any and all necessary means to assist with department training.

Training Coordinator: The Training Coordinator is assigned by the Chief and/or his designee. The Training Coordinator's position description and assignments can be found in the Manhattan Fire Protection Districts Trustee Manual (Section 3.09). The Training Coordinator will report directly to the Deputy Chief. The Training Coordinator is responsible for maintaining all records and documentation of the Fire Districts training program as well as organizing the daily training activity for all stations. Aside from the Training Coordinators responsibilities and job description it is the duty of the Training Coordinator to provide the proper training for an assigned category. This includes selecting of instructors to lead a designed drill. If the Training Coordinator feels that a member of the department is qualified to instruct a topic he may request coverage for that instructor. The Training Coordinator may also work with a training committee which consists of other Company Officer's or members selected by the Training Coordinator, in helping develop the best possible training that can be provided.

Company Officer: The most important position in the operation of a training division. The company officer is responsible for implementing training when necessary, observing the actions of his/her assigned crew, acting as a safety officer during any physical training, stopping any unsafe practices, and recording all proper documentation. It is the company officer who is the first line of defense in correcting a firefighter so that any mistakes made in training will not be duplicated during an emergency. Company Officers are also utilized as an instructor during special detail on their day off for larger department trainings.



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EMS Coordinator: A specialized position with similar standards and responsibilities as the Training Coordinator. The EMS Coordinator will work with the Training Division in coordinating all EMS trainings. This includes all Silver Cross EMS system training that needs to be completed. The EMS Coordinator will also work with the Training coordinator on assuring that all EMS training is properly documented.

Firefighter/Paramedic (FF/PM): This position is primarily the student during training sessions. However any FF/PM that possesses any specialized training may be asked to assist in leading a training session. Also it is imperative that all FF/PM's realize that they too are responsible for recognizing and acknowledging any dangerous or unsafe acts.

Special Teams: Throughout the course of a year we will provide training in specialized areas. The Specialty Teams of the Manhattan Fire Protection District cover the following: Hazardous Materials, Technical Rescue and Fire Investigations. These teams will work with the Training Coordinator in providing training to all members of the District. These teams are also responsible for maintaining all of their own team training records.

Instructors: Any member of the Fire District who will be the lead instructor of a drill must possess the proper training and certification in the designated subject area as well as a certified Instructor I.

GUIDELINE:

Required and Mandated Trainings

The Fire service is a unique business in the simple fact that we have many organizations to comply with. The District and the Training Division shall keep track of all mandatory trainings as a high priority and will make every attempt to complete these in accordance with SOP # 1004-

1. The Training Division will follow the mandatory training set forth by the following:
 - A. Illinois Office Of The State Fire Marshal (OSFM)
 - B. National Fire Protection Agency (NFPA)
 - C. Insurance Standards Organization (ISO)
 - D. Silver Cross EMS System
 - E. Illinois Department of Public Health (IDPH)
 - F. Illinois Occupational Health and Safety Association (OSHA)

The Training Division will make every attempt to follow guidelines set forth by all of these organizations during training. It shall be noted that there will be times when not all of these organizations can be complied with simultaneously.

Documentation

Documentation is a vital part of any organization. The training division will constantly be working to make sure that all documentation is kept to a high standard and in an organized manner. The following steps can be utilized in maintaining all training records.

1. The Training Division will provide all necessary forms for documentation.
2. The Company Officer will be responsible for documentation of all day to day activities in relation to training. This includes:
 - A. Completion of assigned trainings set forth by the Training Division.
 - B. Recording completions of training in Target Solutions.



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- C. Documentation of any Injuries or Illness (Policy 4.18), if any.
 - D. Notification of any damaged or broken equipment.
3. The firefighter is responsible for signing any forms that he/she is directed to by their company officer.
 4. If the firefighter takes part in any self-study or online training in addition to their daily training than it is solely their responsibility to document this in Target Solutions.
 5. Specialty Teams are responsible for maintaining all of their training records. Each team will assign (1) designee who will work with the Training Division in regards to record keeping. Documentation for specialty training includes obtaining signed documentation at all their trainings, documentation in Target Solutions and then forwarding all records and outlines to the training division to be filed.

Certification

The Fire District encourages all employees to continue building their education and experience. It will be the responsibility of each individual to make sure that they complete all requirements necessary for certification status at any level. All employees shall send a request for a certification to the training division using the appropriate forms (education and purchase order request form and appropriate class practical form). This also includes all requests for examination. The Training Coordinator will submit all such request to the OSFM.

SAFETY CONSIDERATIONS:

None

SPECIAL CONSIDERATIONS:

None

Approved By:

Signature: *Daniel Forsythe*

Date: *09/01/2016*