

	<h1>COMMERCE FIRE DEPARTMENT</h1> <h2>Standard Operating Guidelines</h2>
	Subject: Training
	Reference Number: 4.00
	Effective Date: 6/5/2014 Last Date Revised: 1/8/2015
	Approved By: Chief Kevin Dean

Purpose: This standard applies to all training conducted by or for the department. It was promulgated to:

1. Prevent occupational accidents, deaths, injuries, and illnesses.
2. Ensure that all members are able to properly perform their assigned duties in a safe manner.

Policy: All training administered by this department will meet the criteria in accordance with:

- Georgia Fire Academy
- Georgia Firefighter Standards and Training Council
- *NFPA 472, Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents.*
- *NFPA 1001, Standard for Fire Fighter Professional Qualifications*
- *NFPA 1002, Standard for Fire Apparatus Driver/Operator Professional Qualifications*
- *NFPA 1021, Standard for Fire Officer Professional Qualifications*
- *NFPA 1401, Recommended Practice for Fire Service Training Reports and Records*
- *NFPA 1041, Standard for Fire Service Instructor Professional Qualifications*
- *NFPA 1451, Standard for a Fire Service Vehicle Operations Training Program*

Responsibilities: The Chief of the Department will appoint a Training Coordinator to carry out the responsibilities for training including but not limited to; scheduling and record keeping.

General:

1. The department shall provide training and training opportunities to its members to update them on new practices and techniques and to help them maintain individual skill levels.
 - a. Sufficient training shall be scheduled each calendar year to allow members to meet their required hours
 - b. This scheduled training may be from this department, the Georgia Public Training Center, or any other similar agencies.

2. All fire suppression and rescue training shall be approved by the Fire Chief and shall be conducted under the supervision of an instructor.

3. All training involving live-fire exercises shall be conducted in compliance with the provisions of *NFPA 1403, Standard on Live Fire Training Evolutions* and EPD Revisions.
4. Each member shall be responsible for maintaining his/her fire skills at a level sufficient to retain the required hours for his/her job and to meet the established minimum standards of performance.
5. Officers shall ensure that all members under their command maintain their certification and skill levels.
6. Each member must attend 25% of the weekly training offered by the department each quarter.
7. Each member must attend a minimum of two (2) monthly Saturday's training held at the fire training facility on the second Saturday of each month. This training will be opened to all departments in the county and will be credited as multi-company training.
8. Each member must complete the three (3) sections of online training each month. (Fire, Engineer, and Officer). Haz Mat shall be completed quarterly. Each member's training will be reviewed quarterly by their assigned officer.
9. Training records will be kept for each firefighter at each station. All certificates of courses successfully completed by fire department personnel will be on file at the fire station.
10. All personnel will be required to maintain National Incident Management System (NIMS) training according to their rank in the department.
11. All training shall be documented on proper drill form. Documentation shall include topic covered, hours, instructor, objectives, and names of persons and any other pertinent information. Training shall be entered into FireHouse software.
12. Use of Jackson County Training Center requires that a "Training Facility Application for Use" form. Training Coordinator will keep forms on hand.
13. No firefighter shall attend a training session while consuming or under the influence of drugs and or alcohol. This shall be grounds for immediate disciplinary action.

Company Training: All personnel should attempt to obtain a minimum of 16 hours per month.

Officer Training: All Officers will be required to obtain a minimum of 12 hours of officer training per year.

New Driver Training: All new drivers must complete 60 hours driver/operator training course to obtain driver/operator certification.

Driver Training: All drivers will be required to obtain a minimum of 12 hours of driver/operator training per year.

Hazardous Materials Training: All personnel will be required to obtain 6 hours of certified hazardous materials training per year.

Recruit Training: All newly recruited personnel will be required to obtain 240 hours of recruit training within the first year of being elected to department.

Pre-planning Training: Training Coordinator will establish a process to review all updated pre-fire plans. All members shall review plans. This shall be done in conjunction with the Fire Inspector.

Special Training: Each member must maintain CPR certification.

Fire and Life Safety Educator: For the continued training requirements, the Fire and Life Safety Educator must demonstrate the ability to perform basic Educator skills plus have a minimum of at least 24 hours of training in a GFSTC accepted training program annually.

Fire Inspector: For the continued training requirements, the Fire Inspector must demonstrate the ability to perform basic Inspector skills plus have a minimum of at least 24 hours of training in a GFSTC accepted training program annually.

Fire Investigator: For the continued training requirements, the Fire Investigator must demonstrate the ability to perform basic Investigator skills plus have a minimum of at least 24 hours of training in a GFSTC accepted training program annually.

Training Classes: Listed below are some suggested topics for training:

- Fire Behavior
- Personal Protective Equipment
- Ventilation
- Water Supply
- Hose
- Automatic Sprinkler Systems
- Building Construction
- Cause Determination
- Fire Prevention and Public Education
- Ropes and Knots
- Forcible Entry
- Vehicles
- Breathing Apparatus
- Driver Training
- Ladders
- Fire Streams

- Fire Control
- Salvage and Overhaul
- Firefighter Strategies and Tactics
- Hose
- Automatic Sprinkler Systems
- Building Construction
- Cause Determination
- Fire Prevention and Public Education
- Ropes and Knots
- Forcible Entry
- Vehicles
- Breathing Apparatus
- Driver Training
- Ladders
- Fire Streams
- Fire Control
- Salvage and Overhaul
- Firefighter Strategies and Tactics
- Fire Alarms and Communications
- Firefighter Safety
- Hazardous Materials
- Incident Command System
- Station Area Familiarization
- Pump Operation

NOTE: Safety shall always be considered first priority during any training session.