

# WHITE BEAR LAKE FIRE DEPARTMENT

January 19

# 2012

The White Bear Lake Fire Department Explorer Post #9524 is a youth organization sponsored by the White Bear Lake Fire Department at 4701 Highway 61 North, White Bear Lake, MN 55110 and is chartered by Learning for Life

## FIRE EXPLORER POST #9524 STANDARD OPERATING PROCEDURES



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# MEMBERSHIP INFORMATION

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## Explorer Advisor Team

### *Recruitment and Retention Coordinator*

The Recruitment and Retention Coordinator (RRC) is responsible for overseeing the activities of the Explorer Advisor Team. He/She will be the liaison between the core programs Advisor Team and the Fire Chief; The RRC will also lead and work with the Information Advisor to both coordinate and facilitate Explorer recruitment activities.

### *Lead Advisor*

The Lead Advisor has the immediate responsibility of the Explorer Post. He/She is appointed by the Fire Chief and remains in this position at the discretion of the Fire Chief and coordinates activities of the Explorer Post.

#### Requirements:

- Must be an employee of the White Bear Lake Fire Department
- Must be MFSCB Certified in Firefighter I, II, and Fire Officer I
- Must be EMSRB Certified EMT-Basic
- Must be at least 21 years of age
- Must be approved by the Minnesota Fire Exploring Association (MN-FEA)

The Lead Advisor is the ultimate authority within the chain of command of the post. He/She is responsible for all activities of the post and is responsible for giving direction to all Explorers and Advisors.

### *Information Advisor*

The Information Advisor is responsible for assisting both the RRC and the Lead Advisor with the overall operations of the post.

The Lead Advisor will appoint the Information Advisor in coordination with the RRC. He/She will act as adult supervision of the post.

#### Requirements:

- Must be an employee of the White Bear Lake Fire Department
- Must be MFSCB Certified Firefighter I, II
- Must be EMSRB Certified EMT-Basic
- Must have current professional management experience
- Must be at least 21 years of age

### *Advisor / Field Training Advisor (FTA)*

Advisors are responsible for assisting the Lead Advisor with the overall operations of the post.

## White Bear Lake Fire Department Explorer SOPs

The Lead Advisor will appoint all Advisors.  
He/She will act as adult supervision of the post.

### Requirements:

Must be an employee of the White Bear Lake Fire Department

Must be MFSCB Certified Firefighter I, II or commit to obtaining certification within the first 18 months of appointment to the Advisor Team.

Must be EMSRB Certified EMT-Basic

Must be at least 21 years of age

All Advisors are representatives of Explorer Post 9524 and the White Bear Lake Fire Department. It is their responsibility to ensure all rules and regulations of the post and the Fire Department are followed.

One advisor (1) and One (1) explorer may not conduct any explorer activity solely. There must be a minimum combination of 3 participants in any activity (a minimum 1 advisor and 2 explorers or 2 advisors and 1 explorer at any time).

All advisors will complete the Learning for Life online class, Adult Post Advisor Training within the first 30 days of becoming an advisor.

## Explorers

### *Explorer*

Fire Explorers are representatives of WBLFD and will adhere to these SOPs and the SOPs of the Fire Department. Explorers will be accepted into the program at the discretion of the Lead Advisor.

#### Membership Requirements:

Must be 14 (graduated 8<sup>th</sup> grade) to 21 years of age

Must have reliable transportation to all Explorer events

Must be enrolled in scholastic institution and maintain a minimum 2.0 GPA, report cards are required every quarter.

Graduated and GED recipients must continue their education towards the fire service.

## Explorer Officers

The Explorer Post officers will consist of: Captain and Lieutenant. The Lead Advisor will appoint all positions. When a position opens, resumes and letters of interest will be accepted for consideration.

### *Explorer Captain*

This person will be the highest ranking Explorer in the post. The following are the requirements of the Captain's position:

#### Requirements:

- Must have been a member of the post for a minimum of two years.
- Must have held the rank of Lieutenant for at least six months
- Must be at least 16 years of age
- Must pass the SOP test with a score of 90%

The Captains responsibilities are to ensure the smooth operation of the post. He/she will uphold the rules and regulations and will report directly to the Lead Advisor and/or Advisor.

### *Explorer Lieutenant*

This person will be the second highest ranking officer in the post. The following are the requirements for the Lieutenant's position:

#### Requirements:

- Must be a member of the post a minimum of one year
- Must be at least 16 years of age
- Must pass the SOP test with a score of 90%

The Lieutenant's responsibility is the daily operations of the Post.

His/her primary responsibility is that all members have proper gear and it is worn correctly and safely. He/she will assist with any training issues. The Lieutenant reports to the Captain and may be required to step up to the temporary position of Captain in his/her absence.

# RULES & REGULATIONS

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## **New Explorer Member Probation**

All new members will complete a minimum of three (3) months' probation prior to obtaining full membership. This probation may be extended at the discretion of the Lead Advisor during the probationary period.

### Requirements:

- Will not participate in Field Ride Time (FRT)
- Must complete the minimum training; CPR (health care provider), Blood Borne Pathogens Awareness, Medical Check Offs, and FRT orientation.
- Must not take any absences from Explorer events unless approved by the Lead Advisor

New probationary members may be dismissed from the program without reason during their probationary period by the Lead Advisor

Unexcused absences of probationary members may result in automatic dismissal.

Excused absences will result in a two week extension to the probationary period for every one event missed.

Any new member who misses three events during their probationary period, even excused, will be considered for dismissal.

## Attendance

All members are required to attend 100% of the drill meetings and training. Explorers who miss meetings will miss out on important training and information; this will adversely affect the Explorer's opportunity for education and advancement and may result in disciplinary action up to and including dismissal from the program.

### Excused Absences

Any member who knows in advance that he/she will be absent from a meeting or event will make a request in writing via email or paper note to the Information Advisor for approval and will be filed with the attendance record.

Any probationary member must receive approval from the Lead Advisor.

Any member who is sick or has a family emergency will contact the Lead or Information Advisor at least two hours prior to the meeting or event.

A written explanation will be turned in by the next meeting.

### Unexcused Absences

Any member who does not show up for any Explorer activity without communicating with the Lead Advisor or Information Advisor may be dismissed from the post

## Uniforms & Appearance

### *Uniforms*

Both Class B and Class C uniforms will be provided and must be returned to the post upon membership termination. Each Explorer will be responsible for the care and laundering of his/her uniform. Worn or damaged uniforms will need to be reported to the Lead Advisor and will be replaced on an as needed basis.

The Explorer Lieutenant will conduct a uniform inspection at the beginning of all events and meetings and will report any deficiencies in writing to the advisor in charge.

#### Class B uniform

- Navy polo shirt with designated embroidery/patches and appropriate collar brass designating rank (officers only).
- Navy blue work pants
- Black uniform belt
- Polished black boots
- Navy Explorer T-shirt

#### Class C uniform

- Navy Explorer T-shirt
- Navy blue work pants
- Black uniform belt
- Polished black boots

**Training** - Class C uniform

**Meetings & Special Events** - Class B uniform

**PT** - Navy blue shorts or sweat pants, navy Explorer T-shirt, athletic shoes

**Field Ride Time (FRT)** - Class B uniform

Additional uniforms can be purchased AFTER successful completion of initial probation. The additional purchases will need to be authorized by the Lead Advisor, however, *\*all WBLFD Explorer Uniforms with logos, purchased or provided, must be returned to the post upon membership termination.*

Uniforms are purchased solely at:

*Aspen Mills*

*8201-C Central Ave NE*

*Spring Lake Park, Minnesota 55432*

*Phone: 763-785-1055*

Uniforms or any part of the uniform; may not be worn outside of post functions



## White Bear Lake Fire Department Explorer SOPs

Explorers are required to maintain their uniform. Uniforms should be routinely cleaned. When uniforms are worn they will be worn in their entirety.

Each Explorer will maintain good hygiene and be presentable at all times.

### *Appearance*

#### Male members

Will maintain a haircut above the ears and off the collar, no sideburns or facial hair is allowed. Any hairstyle that draws undue attention is unacceptable. Male Explorers will be clean shaven for all meetings, events and FRT, no exceptions.

#### Female members

Will maintain a neat haircut. Bangs should be trimmed not to interfere with the eyesight. The length of hair must be above the collar at all times, this can be accomplished by using a restraint. No excessive makeup or perfume is permitted.

Neither male nor female Explorers are permitted to wear anything, including jewelry, that distracts from their uniform or creates a safety hazard.

All members, whether in uniform or not, will maintain professional appearance and conduct at all times.

No hats will be worn inside a building including time at the fire stations and during FRT.

## Membership Meetings & Events

This post will typically conduct two drill meetings per month. Date and time of additional training and special events will be given at least two weeks prior.

### *Drill Meetings*

Drill meetings will be held Sundays twice per month from 17:00 to 20:00 at Fire Station 1 (4701 Highway 61 North); Drill dates will be posted on the training calendar. Additional drills, dates and locations to be determined by the Lead Advisor with at least 1 week advanced notice as needed.

### *Training*

During training all safety rules will be adhered to. Proper safety equipment will be worn when performing a task.

### Notebooks

All members are required to have a notebook and a pen and pencil at all meetings and events. The first page or inside cover should have Explorers name, phone number and email address. It is recommended each Explorer have a three ring binder to keep his/her copy of these SOPs and any other written information provided by the post.

### *Special Events*

The Lead Advisor will specify which uniform will be worn during special events.

## Field Ride Time (FRT)

Explorers must complete their three (3) month probation period prior to being considered eligible for FRT.

### Minimum training:

- CPR-Health Care Provider
- Blood Bourne pathogens
- HIPAA (Health Insurance Portability and Accountability Act)
- Medical check offs
- FRT orientation

### Scheduling Field Ride Time

- Make contact by e-mail to Fire Department Information Advisor for confirmation of ride time schedule. [Must be done 3 days in advance]
- Ride only between the hours of 07:30 and 21:00, Monday - Saturday
- Ride only at assigned station and shift

### Conduct During Field Ride Time *(A complete set of FRT rules are in the Explorer Mailbox)*

- Explorers should plan to arrive 15 minutes prior to beginning of ride time in full class B uniform and will wear class 2 reflective safety vest are to be worn when on or near public roadways
- Explorer will immediately make contact with the Chief Officer (CO) or senior member, and will introduce him/herself to the CO and all crew members.
- Explorers will bring all bunker gear and dress out for all fires, alarms and MVCs.
- Explorers should bring extra clothes in case they get wet or dirty.
- Explorers may only be supervised by an Advisor, CO or appointed senior firefighter or EMS Staff (the Lead Advisor must appoint all supervisory members). New hire probationary Firefighters and/or EMS Staff are not permitted to supervise Explorers.
- Any problems that occur during FRT should be reported to the Explorer Lead Advisor immediately.
- At the end of each shift the Explorer is required to have a ride time evaluation form filled out and signed by the CO, Firefighter or EMS Staff Member.
- Explorers may assist in medical care only when there are no risks and they are wearing appropriate PPE.
- Explorers have no medical authority regardless of training.
- Explores may assist with basic first aid and setting up of equipment.
- Explorers may assist in cleaning of equipment provided they are wearing correct PPE
- Explorers are permitted to respond and assist on fire and medical calls.
- Explorers are permitted to ride on apparatus as long as they are seated and wearing a seatbelt at all times. Violation of seatbelt rule will result in immediate dismissal from the program.

## Safety

Safety must be stressed at all times. Whether at a social function, drill, emergency incident, or at the fire station

Explorers must adhere to White Bear Lake Fire Department Safety SOPs

The following rules are established not only by the Advisors and the Fire Department but also by Learning for Life and its insurance company.

FTA- Field Training Advisor will be an Explorer Advisor Member or an appointed non probationary firefighter or EMS Staff Member who is supervising the Explorer. The FTA will be assigned by the Explorer Lead Advisor (or his/her designee) for each field ride time.

Although the Explorers are permitted to assist on EMS and Fire apparatus, the CO and FTA should evaluate the incident as to whether the Explorer should participate or not.

### Permissible Activities

The following are permissible activities by the Explorer during Field Ride Time:

*Explorers are permitted to assist or perform skills in which he/she has been trained, up to EMT-Basic and only under the supervision of a non-probationary White Bear Lake Fire Department Member, and basic fire ground operations out of harms way only under the supervision of a non probationary firefighter.*

- Explorers must remain in the cold zone of a Haz-Mat incident
- Explorers must don proper equipment related to the incident
- Explorers can assist on the attack of a brush fire
- Explorers will wear a class 2 reflective vest while working on roadways
- Explorers will wear helmet on construction sites
- Explorers must be supervised by a senior firefighter when performing activities
- Explorers can assist with truck checks but may not sign check offs.
- Explorers may participate in public education activities.

### Prohibited Activities

The following activities that are prohibited are not only established by the Advisors and the Fire District but also by Learning for Life and its insurance company. It is important that these rules are adhered to.

Unacceptable activities for the Explorers are as Follows:

- Explorers may not enter a warm or hot zone of a hazardous materials incident
- Explorers may not enter a structure fire during the initial attack or primary search

## White Bear Lake Fire Department Explorer SOPs

- Explorers may not be used in place of fire or ems personnel
- Explorers may not climb an aerial ladder
- Explorers may not climb ground ladders that exceed 35 ft, or not supported against a structure
- Explorers may not perform ventilation procedures on a burning structure
- Explorers may not use hydraulic tools
- Explorers may not use chain saws, k-12s, cutting torches or cutting tools
- Explorers may not use any tools or gloves on energized electrical equipment
- Explorers may not handle life nets
- Explorers may not drive any department vehicle at any time
- Explorers may not write fire or medical reports
- Explorers may not witness a refusal
- Explorers may not give medical advice
- Explorers may not be supervised by a probationary Firefighter or probationary EMS Staff Member

### Exceptions

Using an official training facility, the use of chain saws, k-12s, cutting torches or cutting tools, aerial ladders with the appropriate safety equipment, and entering a controlled burn building is approved.

It should be kept in mind that there are many tasks that an Explorer can be assigned to on an incident where he/she will still gain valuable experience.

In the event that a scene becomes unsafe the Explorer will be instructed to return to or remain in the vehicle.

## Standards of Conduct

All members of the post will maintain proper conduct at all times, not only while performing post activities but also during day to day life.

As a White Bear Lake Fire Department Fire Explorer, you are a representative of the Explorers and the Fire Department and are expected to be respectful and courteous to everyone at all times. Any behavior that may give a bad impression of the program or the Fire Department may result in immediate dismissal. The following activities are not permitted:

- No profanity
- No tobacco products
- No drugs or alcohol
- No lying or cheating
- No fighting
- No spreading rumors or gossip

No member will engage in conduct unbecoming of a Fire Explorer that may adversely affect the reputation of the Explorer Post or the Fire Department.

### *Reprimands*

Anyone who violates these rules and regulations will be warned and reprimanded. Counseling will be used to make the person aware of the mistake and how to correct it. Severe violations or multiple counseling will result in written reprimand.

Membership into this organization is a privilege not a right. Any member who fails to maintain the highest level of conduct for the good of the post may be terminated without warning.

### *Discipline*

The Lead Advisor must approve all disciplinary actions.

Explorer officers can issue written warnings to any Explorer that is in violation of the post's SOPs. If an Explorer officer issues a written warning, an Advisor must approve the violation. If a second written warning is issued to the same Explorer for the same violation, then the Lead Advisor must approve the violation.

If an Explorer receives three written reprimands, his/her parents or guardians will be notified; Suspension or termination from the Explorer program may result. Violations that will result in a written reprimand may include, but not limited to:

- Unexcused absences
- Problems that may arise during FRT
- Failure to follow the SOPs

Types of Discipline an Advisor may use:

- Typed Essay
- Presentation to Post
- Physical training (pushups, sit ups, running, etc.)
- Suspension of attendance (examples FRT, events, meetings)
- Termination

### *Fire Station Use of Phones*

Explorers should ensure that all cell phones are silenced and that personal calls should be made during break time.

Explorers will refrain from using the telephone in excess. Explorers are subject to the same rules and regulations as certified firefighters. When answering the telephone the following should apply:

*White Bear Lake Fire Station 1*

*Fire Explorer Jones speaking*

*How may I help you?*

### *Lockers*

Lockers will be kept clean and organized at all times

## Privacy

### *WBLFD Internal*

No WBLFD business or activities will be discussed with anyone.

### *HIPAA*

Explorers will not provide any information to anyone pertaining to any fire or medical emergency. Always refer any questions to the incident commander or fire department member. This applies to any requests for information both during and after an incident.

### *Social Media Note*

These privacy rules apply to Social Media sites (Twitter, Facebook, YouTube, etc.). Explorers will not post or blog about anything pertaining to any fire or medical emergency.

### *Non-Members*

Explorers are not allowed to bring anyone into the station without prior approval from a post advisor or fire department officer.

### *Door codes*

Door codes to the fire station are not to be shared with ANYONE

Any member who fails to abide by these rules and regulations shall be subject to disciplinary actions and or dismissal from the post.



## Signature Page Acknowledgement

The undersigned acknowledges that they have received, read, accepted and agreed to the White Bear Lake Fire Department Explorer Post #9524 Standard Operating Procedures updated January 18th, 2012 and do agree to comply with the statements contained therein.

_____	_____
(Signature of Member)	Date
_____	_____
(Signature of Parent/Guardian)	Date
_____	_____
(Signature of Lead Advisor)	Date
_____	_____
(Signature of Fire Chief)	Date