Tab 1

San Andreas Fire Department

Training Division Standard Operating Procedure

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Chapter 1.00 - Division Overview

1.00.0 **PURPOSE**

The purpose of this Standard Operating Procedure (SOP) is to provide members of the San Andreas Fire Department Training Division, hereinafter known as SAFD TD, with guidelines, policies, and regulations related to the SAFD Training Division, issued with the authority of the Fire Chief and the Head Administration of MidwestRP. This formal document is established to direct Members of SAFD TD in carrying out their duties and responsibilities.

1.01.0 **INTRODUCTION**

The SAFD TD is the internal training office for San Andreas Fire Department (SAFD). This office is composed of members of the CoC and department members who collectively work together to better the department by facilitating certification training, ride-alongs, and advanced education for the department.

1.03.0 DIVISION CHAIN OF COMMAND AND ROLES

- ❏ Division Captain(s)
    - ❏ Fulfilled by SAFD Captains.
    - ❏ Supervises overall division operations.
    - ❏ Appoints promotions and demotions when necessary.
    - ❏ Ensures division applications are reviewed in a timely manner.
    - ❏ Ensures FTI feedback forms are reviewed in a timely manner.
    - ❏ May suspend FTIs training certifications.
    - ❏ May suspend SAFD members certifications.
- ❏ Operations Lieutenant
    - ❏ Fulfilled by SAFD Engineers & Lieutenants.
    - ❏ Reviews division applications.
    - ❏ Conducts division onboardings .
    - ❏ Supervises FTIs and Sr. FTIs.
- ❏ Senior Fire Training Instructors
    - ❏ Membership Rank.
    - ❏ Hosts Certification Training.
    - ❏ Evaluates FTIs .
- ❏ Fire Training Instructors
    - ❏ Membership Rank.
    - ❏ Hosts Certification Training.

Drafted: 02/03/2025
Approved:
Version 3.0
Written By: Austin F.

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Chapter 2.00 - Fire Training Instructors (FTI)

2.01.0 RESPONSIBILITIES

- ❏ Must host 2 certification classes per month that are attended by at least one member.
- ❏ FTI's are required to have one (1) sit-in and one (1) evaluation per certification before being eligible to host their own certification classes.

2.02.0 APPLICATION REQUIREMENTS

To become a Fire Training Instructor, the following requirements must be met:

- ❏ Complete the application and interview process.
- ❏ Must hold or exceed the rank of Firefighter.
- ❏ Must have no serious disciplinary action in the past 30 days.

2.03.0 ROLE BENEFITS

Fire training instructors volunteer their time to train and certify members of the department. In recognition of this SAFD grants its FTIs eligibility for the rewards outlined in this section. Additionally, FTIs are the only members of the department eligible to apply for the ESP.

2.03.1 FTI OF THE CYCLE

At the end of each cycle, the FTI with the most training, unless otherwise disqualified, will be named the FTI of the Cycle. This member will be eligible to drive the LT car for a 24-hour period. Patrol car staffing policies listed in the SAFD SOP apply. If the award is not utilized within a 7 day period of it being announced the incentive will be considered void. Members choosing to utilize the award must notify, and receive permission, from a Captain+ prior to activating the car.

Chapter 3.00 - Senior Fire Training Instructors

3.01.0   RESPONSIBILITIES

- ❏ Conduct Evaluation sessions with FTI's.
    - ❏ Evaluate FTIs and approve/deny them to conduct training sessions on their own.
    - ❏ Ensure the certification class proceeds smoothly.
    - ❏ Ensure trainees receive all necessary training.
- ❏ Must host 2 certification classes per month that are attended by at least one member. Evaluation sessions count!

3.02.0   REQUIREMENTS

To be eligible for the role of FTI supervisor the member must meet the following criteria:
- ❏ Meet or exceed the rank of Senior Firefighter.
- ❏ Have the capability of hosting all of the certifications that SAFR offers.

3.03.0   ROLE BENEFITS

Members who work as a FTI Supervisors benefits include:
- ❏ Eligibility for the FTI of the cycle award.

Chapter 4.00 - Certifications

4.01.0 CERTIFICATIONS

- ❏ Certifications are offered at the respective ranks. These certifications are used to enhance the quality of care offered to the citizens of San Andreas.

4.02.0 PROBATIONARY FIREFIGHTER CERTIFICATIONS

- ❏ Wildland Firefighting with Search and Rescue.
  - ❏ This certification will cover wildland operations, wilderness search and rescue, and wilderness first aid.
  - ❏ After successful completion of this course, members will be eligible to operate the Wildland and Technical Rescue apparatus.
- ❏ Rescue Rappelling Course
  - ❏ The prerequisite is the Wildland Firefighting w/ S&R Course.
  - ❏ This course is aimed to teach the rescuer how to properly repel out of our search and rescue helicopter (the Eagle).
  - ❏ You will also be taught how to deploy out of the Phoenix for hand crew deployment on a wildfire.

4.03.0 FIREFIGHTER CERTIFICATIONS

- ❏ Marine Division of Rescue
  - ❏ The prerequisite is the Rappelling Course.
  - ❏ This certification will teach all our members the proper operations of boats, beach patrol, and swift water rescue.
  - ❏ After successful completion of this course, members will be able to patrol as the Kraken and Dive truck, in addition to all department watercraft.
- ❏ Rescue Technician Course
  - ❏ This certification will teach all our Firefighters how to operate the heavy rescue and squad apparatus.

- ❏ Rescue Pilot Course
    - ❏ Members attending this training must hold a valid CAA-issued pilot's license.
    - ❏ This training will teach members how to operate all department aircraft.

4.06.0 SENIOR FIREFIGHTER CERTIFICATIONS

- ❏ Hazardous Materials Technician
    - ❏ The prerequisite is the Rescue Technician Course.
    - ❏ This certification will teach our members how to handle, mitigate, and properly remove hazardous materials encountered in San Andreas.
    - ❏ After successful completion of this course, members will be able to operate the Hazmat apparatus.

4.07.0 ADVANCED FIREFIGHTER TRAININGS

Advanced Firefighter trainings or AFTs are optional trainings that do not enhance a member's scope of practice or ability to staff apparatus or other equipment. Rather, AFTs are designed to enhance a member's roleplay abilities and knowledge. These AFTs are not required for promotion but are often looked upon favorably during CoC hiring opportunities and may increase a member's chance of being selected for a promotion over other members.

Drafted: 02/03/2025
Approved:
Version 3.0
Written By: Austin F.

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Chapter 5.00 - Ride-Along Program

5.01.0   PURPOSE

The purpose of this program is to educate new members of the department. As well as to provide an environment conducive to learning for new members to gain experience and confidence while under the supervision and guidance of an experienced member.

5.02.0   TRAINING WAIVER

Members of the department may have their ride-alongs waived partially or completely by the SAFD Deputy Fire Chief or higher authority at their discretion. This is usually done in the case of returning members with prior experience. No training waiver is guaranteed upon reentering the department.

5.03.0   STAGE ONE OUTLINE

Stage one ride-alongs may be conducted by any member meeting or exceeding the rank of Firefighter. This member will be referred to as the "host". The ride-along must adhere to the following process:

❏ The first ride-along must be conducted on an engine/tender apparatus.
❏ During the first ride-along, the trainer must verify the trainee's uniforms and turnouts are correct.
❏ The host must drive for the first 30 minutes of the ride-along. After which, the trainee may take over if he/she is comfortable.
❏ The trainee must be the driver for at least 30 minutes of the ride-along.
❏ During the course of the ride-along, the host is encouraged to respond to as many calls as possible and to create mock scenes at the station to give the trainee the most experience possible.
❏ The host is encouraged to ask the trainee scenario-based and equipment-based questions to gauge and expand the knowledge of the trainee.
❏ The stage one ride-along must be between one hour and 4 hours.
❏ Hosts MUST provide the trainee with the ride-along feedback form.
❏ Ensure the trainee has submitted a patrol log & the feedback form.

5.04.0 STAGE TWO OUTLINE

Stage two ride-alongs may be conducted by any member meeting or exceeding the rank of Senior Firefighter. This member will be referred to as the "host". The ride-along must adhere to the following process:

❏ The second ride-along must be conducted on a Quint apparatus.
❏ Prior to marking an apparatus in service, the trainee will be instructed to position the quint behind the fire station. Once in position, the host will demonstrate proper usage of the ladder. The trainee must then position the ladder in 4 different locations without moving the truck. The goal of this exercise is to ensure the trainee can properly utilize the ladder without flipping the apparatus.
❏ The trainee must drive for the duration of the ride-along.
❏ The trainee will be required to handle CAD and comms for the duration of the ride-along.
❏ During the course of the ride-along, the host is encouraged to respond to as many calls as possible and to create mock scenes at the station to give the trainee the most experience possible.
❏ The host is encouraged to ask the trainee scenario-based and equipment-based questions to gauge and expand the knowledge of the trainee.
❏ The stage two ride-along must be at least one hour in duration.
❏ The stage two ride-along may not exceed 4 hours in duration.
❏ Hosts MUST provide the trainee with the ride-along feedback form.
❏ Ensure the trainee has submitted a patrol log & the feedback form.
❏ Remove the trainee's ride-along notified role if applicable.

5.05.0 ADDITIONAL RIDE TIME

After completion of a stage two ride-along, the host will decide if he/she believes the trainee is ready to patrol on their own. If the host believes the trainee needs additional ride time, he/she may message a SAFD Captain. The member will not be considered solo cleared until the Captain's decision is made. If no decision is made within 48 hours, the member will be considered solo-cleared. The Captain may assign the individual additional ride time at his/her discretion. Additional ride time must be completed with a CoC member.

5.06.0 PATROL LOG REQUIREMENTS

After completing a ride along, the host will have 24 hours to submit a department patrol log containing all relevant information to the training.

5.07.0 DISQUALIFICATION

During the course of a ride-along, hosts are expected to remain professional at all times. Hosts should also encourage and answer all questions provided by the trainee. Members of the department who do not meet the standards set by the chain of command may be prevented from hosting ride-alongs at a Battalion Chief's discretion. Any member disqualified from hosting ride-alongs will be automatically suspended from all TD duties, including FTI responsibilities.

Chapter 6.00 - IDT BASIC TRAINING OFFICERS

6.01.0 OVERVIEW

In recognition of the need for field-experienced TOs to participate in the training of SAFD personnel, SAEM and SAFD have decided to work together with the IDT training academy. IDT will be responsible for reviewing all lesson plans and training materials taught by the SAFD. SAFD will be responsible for providing this academy with skilled and responsible training officers. These training officers will be considered members of IDT and subject to its purview and SOP. IDT CoC and SAEM CoC will work jointly to ensure training quality and member discipline. IDT CoC will have the final say in all matters relating to TOs under this program. All members of this program will be considered members of the SAFD training division. If there are any discrepancies between IDT policy and SAFD policy, IDT policy will take president whilst hosting basic trainings, or a member is otherwise located at the IDT training facility.

6.02.0 APPLICATION PROCESS

Any member wishing to apply for a SAFD IDT position must meet all requirements to join the SAFD training division. Applicants may then submit the SAFD TD application, marking that they would like to join IDT. These members will be subject to the usual application process with the following caveats:

❏ Applicants must pass a verbal interview with a SAFD CoC member
❏ Applicants must pass a 30-day community DAF check
❏ Applicants must be a member of the department for a minimum of 30 days
❏ Applicants may be required to present additional information as deemed necessary

6.03.0 ACTIVITY REQUIREMENT

All members of IDT will be required to fulfill the IDT activity requirement as outlined in the IDT SOP. However, members of IDT completing a SAFD training must also complete a SAFD patrol log. This training will then count toward their SAFD TD activity. This policy does not go both ways, meaning a member may not mark a SAFD certification training as part of his/her IDT activity requirement.

Change Log

Change	Date & Member Implementing Change