



Scarborough Fire Department Scarborough, Maine



Standard Operating Guidelines

Book:	Organization
Chapter:	Fire Department Organization
Subject:	1155 –Fire/EMS Explorer Program
Revision Date:	09/22/2013
Approved by:	<i>B. Michael Thurlow</i>

PURPOSE

The Scarborough Fire Department has created an opportunity for Scarborough students ages 14-21 to explore public safety service through a fire/EMS explorer program where they will learn to apply classroom knowledge and practical skills to firefighting and EMS situations under the guidance and mentorship of trained advisors. The program is designed to be an experiential learning opportunity for the students and a feeder program for possible employment as a Scarborough Fire Department call member once the student meets the eligibility requirements.

POLICY

This policy is designed to create a formal agreement between the students and the Scarborough Fire Department, establish expectations, and provide clear rules, regulations, and expectations for the students in the fire/EMS explorer program.

DEFINITIONS

- A. **Advisor or Post Advisor** – The person who is responsible for overseeing and directing the Scarborough Fire/EMS Explorer Post. The Advisor will act as the liaison for the members of the post and the Scarborough Fire Department.
- B. **Associate Advisor** – A Scarborough Fire Department member or other individual designated by the Fire Chief or Advisor, to act as an assistant to the Advisor
- C. **BSA** – Boy Scouts of America
- D. **Explorer** - General term given to any person between 14 and 21 years of age who meet the requirements set forth in this policy.
- E. **Fire Chief** – The leader and person responsible for overseeing the Scarborough Fire Department
- F. **MBL** – Maine Bureau of Labor
- G. **Officer** - Any Chief, Captain or Lieutenant appointed by the Scarborough Fire Department
- H. **Senior Member** – Any person over the age of 18 who is an active member in good standing of the Scarborough Fire Department
- I. **SFD** – Scarborough Fire Department

MEMBERSHIP REQUIREMENTS

- A. Candidates must be residents of Scarborough or live in a neighboring community within 1 mile of the Scarborough Town line.
- B. Candidates must be between 14-21 years of age and be in at least the 8th grade.
- C. Candidates must provide their own means of transportation.
- D. All Fire/EMS Explorers must maintain passing grades in school to be able to participate in the Explorer Program. If passing with only a “D” in a given subject, written approval from that teacher must be secured in order for the Explorer to remain in good standing and participate in the program. A copy of each Fire/EMS Explorer’s report card shall be given to the Advisor at the end of each grading period.
- E. Explorers must attend at least 50% of the Explorer Post’s meetings, trainings, and events on an annual basis to remain active in the program.
- F. Candidate’s parent(s)/guardian(s) must agree to arrange for transportation for their child and to actively support and participate in the program as able.
- G. Candidates must have parental/guardian consent to participate in the program and agree to abide by this policy by signing the attached agreement.

PROCEDURES

- A. Fire/EMS Explorer Responsibilities
 - a. The use of drugs, alcohol or tobacco is prohibited by law and any Explorer found to be in violation of these laws will be suspended from the program until the matter is resolved or terminated from the program.
 - b. All Explorers shall abide by this policy, the other policies/procedures of the SFD, BSA Learning for Life Program, MBL, and Maine Fire Training Institute.
 - c. Explorers must be supervised by at least two individuals at all trainings, meetings, emergency calls, and events. If proper supervision isn’t present and available it is the responsibility of the Explorer to leave the station or event.
- B. Advisor Responsibilities
 - a. Make sure the attached agreement/approval form is signed by the Fire Explorer and their parent(s)/guardian(s) allowing them to participate in the Fire Explorer Program and respond to emergencies with SFD.
 - b. Ensure the Explorer and their parent(s)/guardian(s) receive copies of this SOP.
 - c. Ensure Explorers, their parent(s)/guardian(s), and eligible SFD Members receive training in the Fire Explorer Program and BSA’s Youth Protection Training.
 - d. Resolve any disputes or issues that cannot be settled between the Explorer and other members’ efforts.
 - e. Ensure the Program Guidelines are followed and reviewed at least annually.
- C. SFD Officer and Members Responsibilities
 - a. Oversee the welfare and actions of the Explorer on all emergency calls, non-emergency calls, training exercises, events, and routine station & maintenance operations.
 - b. If the scene is deemed unsafe, they shall direct the Explorer to remain with the apparatus until the scene is secured.
 - c. Help improve the Explorer’s familiarity with equipment and procedures.
 - d. Initiate a Critical Incident Stress Debriefing (CISD) or other assistance if there is a need to ensure the physical and psychological wellbeing of any and all members involved.

- e. Discuss with the Advisor any issues of concern regarding the Explorer's performance or attitude.
- D. Probationary Period
 - a. All explorers are considered probationary members while they are less than 16 years of age and for the first 180 days of enrollment in the program regardless of age. To become regular members they must be 16 years of age and successfully complete the probationary period to continue in the program.
 - b. Probationary members are ineligible for emergency response activities but may attend meetings, trainings, and other non-hazardous activities.
- E. Uniforms
 - a. Uniforms will consist of blue 511 brand tactical pants, black "duty" style boots and SFD T-shirt/polo shirt/job shirt.
 - b. Uniforms will be worn at all times during scheduled ride-a-longs, internships, and any service event involving the public (fundraisers, fire prevention details, community events, etc.)
 - c. An annual uniform allowance will be provided for each member. Costs incurred above that allowance will be the responsibility of the Explorer.
- F. Personal Protective Equipment
 - a. Personal protective equipment shall be provided by SFD and will consist of the following:
 - b. Helmet with eye protection or safety glasses (green colored shield)
 - c. Accountability tags (green in color)
 - d. Protective hood
 - e. Turnout coat
 - f. Turnout pants
 - g. Structural fire boots
 - h. Gloves
 - i. It is the responsibility of the Explorer to keep their personal protective equipment in serviceable condition. When the equipment is returned, all items must be accounted for. If any articles are missing, it is the responsibility of the Explorer to reimburse SFD for the value of the item(s).
- G. Training
 - a. Explorers shall participate in at least 50% of the regularly scheduled meetings and training sessions held each year.
 - b. Explorers must complete a department and company orientation prior to participation in any fireground activities.
 - c. Explorers must meet the department's annual mandatory training requirements as outlined in SOP 1210 – Training Division.
- H. Call Company Participation
 - a. Explorers will become members of the engine company in the district where they live and shall be active in the business meetings, training requirements, company functions and alarm responses.
- I. Emergency Response
 - a. Explorers who are at least 16 years old and have completed probation may respond to emergencies between 0700 and until 2200 hrs. on a school night and until 2300 hrs. any other night. During the summer, Explorers may stay in the stations and respond later if under the direct supervision of a Senior Member or Officer. If an emergency comes in requiring the Explorer's attendance minutes prior to the end time for response, the Explorer may stay until the end of the incident or they are

- told their services are no longer needed and they are released from duty by a Senior Member or officer.
- b. Explorers shall not drive or operate emergency vehicles.
 - c. Explorers are to respond to the station for emergencies and ride on the apparatus if possible. In cases where all the dispatched emergency vehicles leave the station prior to the Explorer's arrival, they may remain in the station alone until supervision arrives or carefully respond direct to the scene.
 - d. At no time should an Explorer be the first person to arrive on the scene of any incident.
 - e. Explorers may respond in their own personal vehicles to the station or emergency scene if they miss the apparatus for an emergency. Explorers may not use a red light of any kind and must obey all motor vehicle laws. If an Explorer is found in violation of these laws while responding to an emergency, they will be subject to disciplinary action up to and including termination.
 - f. Explorers who are at least 16 years old and have completed probation are permitted to ride on emergency vehicles with the consent of the officer or Senior Member on that vehicle. At no time will an Explorer take the place of a Senior Member who is available to respond.
 - g. Explorers are not permitted to respond to the following known types of incidents:
 - i. Motor vehicle collisions on the turnpike or interstate
 - ii. Traumatic motor vehicle collisions
 - iii. Situations involving decapitation, amputation, or involving classmates, friends, teachers or family members.
 - iv. Suicides or attempted suicides
 - v. Unattended deaths
 - vi. Hazardous materials incidents
 - vii. Domestic violence or other types of calls involving violence
 - viii. Mutual aid incidents
 - h. The appropriateness of the Explorer responding to each call shall be considered every time by a Senior Member, Officer, or Advisor, and reconsidered after each call to guide future decisions.
 - i. Explorers and their families must understand the firefighting has inherent risks that cannot be avoided or eliminated 100% of the time and scenes can change suddenly and without warning, but that every effort shall be made to prevent and minimize those risks to all members.
 - j. Explorers may request a Critical Incident Stress Debriefing (CISD) or other emotional or physical assistance any time they feel the need for it. They shall notify the Duty Officer, Advisor, or Senior Member of their request for assistance.
- J. On-scene Procedures as outlined by the MBL.
- a. Explorers who have completed probation and are under 18 years of age **may**:
 - i. Attend and take part in supervised training, including marine rescue training
 - ii. Perform search and rescue activities, other than structural firefighting
 - iii. Ride as a passenger in the cab of a fire truck or in an emergency vehicle
 - iv. With proper training, fight ground fires when they are directly supervised, except ground fires which involve an existing "crown fire" exposure
 - v. Ride as an observer on EMS calls and perform patient care (for which they are licensed) in the presence and under the supervision of an EMS licensed member of the department.

- vi. Participate in fire department support functions at emergency scenes. This could include setting up the engine, assisting in water supply efforts, participating in rehab, and other support functions, which do not expose the Explorer to hazardous areas or atmospheres.
 - vii. Pick up hose and clean up at the fire scene after it has been declared safe by the Incident Commander.
 - viii. Enter a structure only when accompanied by an adult firefighter once the structure has been determined safe by the Incident Commander.
 - ix. Operate a fire pump located outside the danger zone at the direction of the Incident Commander.
 - x. Use pressurized hose lines if properly trained, under the direction of an Incident Commander, and out of the danger area.
- b. Explorers who have completed probation and are under 18 years of age **may not**:
- i. Perform fire suppression involving structures, vehicles, or wildland fires, except grass fires not involving standing timber; or participate in any activities at the scene of an accident or emergency where fire is involved, unless they are performing support functions from outside the danger area
 - ii. Drive a fire department vehicle
 - iii. Respond with red lights in personal owned vehicles (POV)
 - iv. Perform firefighting overhaul activities
 - v. Respond to hazardous material events
 - vi. Perform any activity, except training, that involves the use of self-contained breathing equipment
 - vii. Participate in extrication activities at any vehicular accident involving fire or extraction activities
 - viii. Respond on a boat to emergency marine calls
 - ix. Respond to ice rescue activities, except within the rehabilitation area
 - x. Perform traffic control activities which includes spotting apparatus
- K. Outings & Field Trips
- a. Periodically the Explorer Post will travel off-site to a fire service/EMS related function or facility for educational purposes. These trips must be approved by the Fire Chief or his designee. Notice will be given to parents/guardians in advance by way of a permission form which must be signed by the parent/guardian and returned prior to the trip.
 - b. In case of an overnight activity, a minimum of two adults must be present as supervisors. If both male and female Explorers are present, there should be both male and female adult supervisors as well. If these conditions cannot be met, the event cannot take place.
- L. Discipline
- a. Any violation of this or any other SFD policy by an Explorer shall be cause for disciplinary action as outlined in SOP 1305.
 - b. In the event an Explorer is the subject of disciplinary action at school, the Explorer must report the event immediately to their Advisor. The Explorer will then be placed on suspension for the duration of the schools discipline. If the Explorer fails to report a disciplinary action by the school to their Advisor, the length of suspension from the Post will be doubled. Repeated disciplinary actions at the school may result in more lengthy suspensions from the Explorer Post or dismissal from the program.

Fire/EMS Explorer Agreement

I, (print explorer name) _____ have read and agree to abide by SOP 1155 – Fire/EMS Explorer Program to the best of my ability and consent to participate in the Fire/EMS Explorer Program. I understand there are inherent risks in fire and emergency medical services and that all efforts shall be made by the department, its members, and by me to mitigate those risks. I agree to participate in Scarborough Fire Department trainings, meetings, and events. If I have questions I will ask my Advisor, Officer, or a Senior Member. I further understand that my participation in this program is a privilege, that I serve at the pleasure of the department, and that the Fire Chief may terminate this agreement and remove me from the program, without notice, in the event of a violation of any rules and regulations.

Explorer Signature: _____ Date: _____

I, (parent/guardian name) _____ have read and understand the rules of the program and inherent risk in public safety activities. I agree to assist my child with transportation and to participate as a parent advisor as able. If I have any questions I will ask my child, the Advisor, or the Fire Chief. I hereby give consent for my juvenile child to participate in the Scarborough Fire/EMS Explorer Program.

Signature: _____ Date: _____

Address: _____

Phone: _____ e-mail: _____

Explorer Advisor: _____

Signature: _____ Date: _____

Fire Chief Signature: _____ Date Approved: _____
