



# Lexington County Fire Service

## Standard Operating Procedures Training Requirements ADM-006

**EFFECTIVE:** July 1, 2009

**ISSUED BY:** Russell R. Rawl, Fire Service Coordinator

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**RECINDS:** No Previous Guidelines

**SCOPE:** All Lexington County Fire Service Employees

**PURPOSE:** It is the policy of the Lexington County Fire Service to maintain a safe, trained and effective fire ground presence. The purpose of this Guideline is to outline the training requirements and response guidelines based on the level of training for Lexington County Fire Service personnel. In order to communicate an individual's training level to all personnel and command at an incident, an accountability system of identification and credentialing is included in the Lexington County Fire Service Standard Operating Guidelines manual.

### **POLICY:**

#### **I. General**

- A. All levels of Fire Service personnel will have successfully completed the minimum training for the job or task they will be asked to perform. For a means of communications, the Incident Commander on the emergency scene will have a direct and easy way to assess the minimum training of a responder, so that an individual will not be asked to perform a task or skill unknown to them.
- B. All firefighters will have five levels of training with regards to response capability. The purpose of these levels is to allow the firefighters to respond to specific incidents while undergoing the training process. This will help to recruit and retain firefighters for the system while providing assistance by means of trained manpower to the Lexington County Fire Service. The five levels are as follows: Level I – 1152 Interior Structure Certification; Level II – NFPA Firefighter I; Level III – NFPA Firefighter II; Level IV – Apparatus Operator/Incident Commander; Level V – Officer.

#### **II. ORIENTATION**

When an individual has been notified that his or her application has been approved for the Lexington County Fire Service, individuals will receive notification from Lexington County Fire Service Headquarters as to when the orientation training will begin and other associated details. Individuals will not participate in any Fire Service nor Fire Station activities until notified.

Orientation training will consist of, but not be limited to, the following:

Unit 1	3 hours	Orientation to Lexington County Fire Service Standard Operating Policies and Guidelines 0001.003 Lexington County Fire Service Organization 0001.007 South Carolina Workers' Compensation Laws 0001.040 Lexington County Fire Service Accountability Program
Unit 2	1 hour	Hazard Communications 0041.050
Unit 3	2 hours	Infectious Disease Control 0033.004
Unit 4	2 hours	NIMS  Facepiece Fit Test Station Orientation – to be handled at station level upon completion of Orientation Training Physical – to be scheduled upon completion of Orientation Training

### III. REQUIREMENTS FOR NEW PERSONNEL ENTERING TRAINING

Lexington County Fire Service Orientation is required of all County personnel prior to beginning the 1152 class. This eight-hour course includes:

OSHA Respiratory Clearance  
Hazard Communications  
Bloodborne Pathogens  
Workers' Compensation  
Lexington County Policies: Drug Testing, Computer Internet, Driving, Two In-Two Out, Accountability, Volunteer Subsistence  
Incentive Program and State Tax Break  
IS-700 Intro to NIMS

Fundamentals of Basic Interior Structural Firefighting 1152 – 90.5 hours. Upon completion is certified as interior firefighter.

Hazardous Materials Operations – 24 hours. Prerequisite for the 1153. Required by OSHA of all fire personnel.

American Red Cross CPR & First Aid – 9 hours. Prerequisite for the 1153.

NFPA Firefighter I 1153 – 65 hours. Completes the skills needed to become a basic firefighter. Must begin within one year of completion of the 1152.

Flammable Liquids and Gas Firefighter 1136 – 8 hours. Prerequisite for the 1153

Wildland Urban Interface Firefighting – 16 hours

LEXINGTON COUNTY FIRE SERVICE

TRAINING REQUIREMENT CHECK SHEET FOR ALL PERSONNEL

Note: All new Firefighters must be given two copies of this form. One copy will be retained by the Firefighter, the other copy will be held by the Station Training Officer. Each item must be signed by the Instructor/Training Officer and the Chief to show that he/she has completed a given area of instruction. Once a student has obtained signatures by both his/her Instructor/Training Officer and Chief then he/she may start performing those duties.

Stations that set additional requirements must give the new firefighter a copy of those requirements.

STUDENT NAME: \_\_\_\_\_

SS#: \_\_\_\_\_

DOB: \_\_\_\_\_

**PINK CARD ISSUED**

Subject	Hrs	Date Completed	Instructor's/ T.O. Name	Chief's Name
Unit 1 (A) Orientation to LCFS SOP's 0001.003 (B) LCFS Organization 0001.007 (C) SC Workers' Comp 0001.040 (D) LCFS Accountability Program	3			
Unit 2 - Hazard Communications 0041.050	1			
Unit 3 - Infectious Disease Control 0033.004	2			
FACE FIT TEST				
STATION ORIENTATION				
PHYSICAL				
Unit 4 - NIMS I-700	2			
HEPATITIS B				

**YELLOW CARD ISSUED Level – I**

Subject	Hrs	Date Completed	Instructor's/ T.O. Name	Chief's Name
Fundamentals of Basic Interior Structural Firefighting 1152	90.5			

**WHITE CARD ISSUED LEVEL – II**

Subject	Hrs	Date Completed	Instructor's/ T.O. Name	Chief's Name
Prerequisite for 1153				
Hazardous Materials Operations 2722	24			
CPR / 1ST AID	9			
Flammable Liquids & Gs Firefighting 1136	8			
NFPA I 1153	65			

Red Card with photo to be issued to personnel who no longer meet the requirements for Interior Firefighting.

**LEVEL – III**

Required To Complete Basic Firefighter				
Subject	Hrs	Date Completed	Instructor's/ T.O. Name	Chief's Name
Wildland Firefighting 8335	16			
Auto Extrication 3330	16			
NFPA Firefighter II 1154	44			

Red Card with photo to be issued to personnel who no longer meet the requirements for Interior Firefighting.

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STUDENT NAME: \_\_\_\_\_

SS#: \_\_\_\_\_

DOB: \_\_\_\_\_

**APPARATUS OPERATOR LEVEL - IV Class E License or CDL**

Subject	Hrs	Date Completed	Instructor's/ T.O. Name	Chief's Name
Emergency Vehicle Driver Training 1210	40			
Pump Operations I 1220	40			
Pump Operations II 1221	16			

**INCIDENT COMMANDER**

Subject	Hrs	Date Completed	Instructor's/ T.O. Name	Chief's Name
NIMS Incident Command System 2147	16			
I-300 Intermediate ICS – 2153	16			
Preparation for Initial Company Operations – 2118	16			
Strategy & Tactics for Initial Company Operations 2119	16			
Incident Safety Officer 2150	16			

**OFFICER LEVEL – V**

Subject	Hrs	Date Completed	Instructor's/ T.O. Name	Chief's Name
I-400 Advanced ISC – 2154				
Leadership I 2171	16			
Leadership II 2172	16			
Leadership III 2173	16			
Principals of Building Construction & Combustible – 2132	16			
Building Construction: Non-Combustible 2130	16			
Fire Service Supervision: Increasing Team Effectiveness 2114	16			
Arson Detection for First Responders 3224	16			

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STUDENT NAME: \_\_\_\_\_

SS#: \_\_\_\_\_

DOB: \_\_\_\_\_

**TRAINING OFFICER INSTRUCTOR**

Subject	Hrs	Date Completed	Instructor's/ T.O. Name	Chief's Name
Fire Instructor I 4161	40			

**EMERGENCY RESPONSE TEAM**

Subject	Hrs	Date Completed	Instructor's/ T.O. Name	Chief's Name
OSHA Haz-Mat Technician 2723	40			
Rope Rescue Low Angle Operations - 3310	24			
Confined Space Entry Operations – 3390	24			
Confined Space Rescue I 3392	16			
Trench Rescue I 3312	24			

**RECOMMENDED COURSES**

Subject	Hrs	Date Completed	Instructor's/ T.O. Name	Chief's Name
Positive Pressure Ventilation 8118	6			

**APPARATUS OPERATOR**

Subject	Hrs	Date Completed	Instructor's/ T.O. Name	Chief's Name
Fire Department Pumper Testing 1225	24			
Basic Aerial Operations – 1250	24			

**OFFICERS**

Subject	Hrs	Date Completed	Instructor's/ T.O. Name	Chief's Name
Introduction to Volunteer Emergency Service Management 2117	16			

#### IV. REQUIRED ANNUAL TRAINING

Infectious Disease Control  
Hazard Communications  
CPR  
First Aid (every three years)  
SCBA – 3 annually (includes SCBA cleaning and maintenance)  
Multi Company Drill– 4 annually (jet dump drill, LDH drill, annual burn, relay pumping)  
Driver / Operator – 4 half day sessions per year  
Two In/Two Out – policy review  
Interior Firefighting – subject every quarter

#### V. PUBLIC SAFETY TRAINING CALENDAR

The Public Safety Training Calendar can be accessed on line by following the steps below:

##### A. To view the calendar

- Click on the County’s web page and click on Intranet. The user name is Webuser and the password is Lexington.
- Scroll down to Current Calendars and click on Public Safety/Homeland Security Calendar of Events
- This will open the full Public Safety Calendar

##### B. To view and print only the Fire Service Training Calendar

- Scroll all the way down and in the right hand corner next to “calendar” click on “select”
- Available calendars comes up – click on “Fire Service”
- Enter user name – “firetraining”; password – “spanner”
- This will bring up the Fire Service Training Calendar.
- To print a copy, click on “file” in the upper left hand corner, then click on “print”
- You can add this to your favorites list to simplify future viewing.

It is recommended that you check the calendar regularly due to updates being made as needed.

#### VI. FIRE TRAINING CENTER OPERATING PROCEDURES

The most important aspect of training is to ensure that all operations are conducted in a safe manner. Following the preceding procedures will help assure that no participants are injured.

If an injury occurs, the Lead Instructor for the day will implement the following procedures.

- \* Serious illness or injury – immediately notify County Communications via radio or phone requesting an EMS unit.
- \* Provide first aid. First aid kit and oxygen are provided in the storeroom of the Open Learning Shelter. This room is to be unlocked prior to beginning training so this equipment will be available without delay.
- \* Notify as soon as possible the Lexington County Fire Service Training Officer and Duty Chief of the incident via Nextel or County Communications. Do not delay care to make this notification.
- \* For minor injuries, provide the appropriate first aid and complete the necessary injury notification paperwork.

A. Driving and Parking

Park only in the designated areas. No participants are to park around the Burn Building or the Drill Towers or any other props. Instructors are permitted to park near the Open Learning Shelter. There is a posted speed limit of 10 MPH at the gate entering the Drill Field. This is to be observed by everyone. Any participant observed violating this limit is to be counseled by the Lead Instructor. Repeated offense and the participant will no longer be allowed to drive on the training grounds.

B. Burn Building

- \* No excessively hot fires are to be set.
- \* No more than one pallet and one bail of hay are to be used in each burn box per evolution. Additional hay may be added as participants enter burn room to provide an increase to the fire. Safety personnel are to be used on each floor during burn evolutions. Must be experienced firefighters.
- \* No one will be allowed to participate in a burn wearing shorts and/or tank tops under their gear, long pants and shirts with sleeves are required.
- \* No fully synthetic materials, preferably all natural materials or blends.
- \* Upon completion of burn evolutions all fires are to be completely extinguished and the burn boxes cleaned out. All burn debris is to be placed in the dumpster. All loose hay throughout the building is to be raked together and placed on a pile in the burn rooms so it can be used during the next burn.
- \* Sweep the area around the outside of the burn boxes with the magnet to pick up nails.

- \* All tools and wheelbarrows used for cleanup are to be rinsed clean and returned to the new storage building

### C. Apparatus

- \* Only Instructors or qualified personnel are to drive the apparatus on the training grounds
- \* All equipment used on the Training Center engine will be cleaned and placed back on the unit in the proper location.
- \* Hose is to be cleaned prior to reloading
- \* Wet cloth hose is to be placed on the tables under the Open Learning Shelter in a loose roll to dry.
- \* Write any mechanical problems with any equipment or the engine on the Equipment Status board located in the bay.

### D. Self-Contained Breathing Apparatus (SCBA)

- \* All SCBA used will be cleaned prior to being replaced in the racks in the air trailer.
- \* Air packs and cylinders used the burn building during fire evolutions will be washed with soap and water and rinsed.
- \* Air mask will be washed with soap and water, rinsed and placed in sanitizer and rinsed after being used in a fire evolution.
- \* If the masks are not used in smoke conditions, sanitize and rinse only.
- \* Ensure all cylinders are refilled to the proper levels. If the air trailer pressure is too low, refill using the air fill station at the classroom building. Log in all packs and mask used in the logbook.
- \* If you experience any mechanical problems, you should fill out the SCBA Repair Form and place the pack or mask with the paperwork on the front floor of the trailer.
- \* SCBA Repair Forms are found in the rack next to the front door.
- \* If the air trailer is needed the following day for class, it is the responsibility of the Lead Instructor to have the trailer refilled prior to departing. If air trailer is not needed the following day, it will be filled the next workday by staff.

### E. Drill Tower

- \* There will be NO fire used in the drill towers. Smoke machine use will be permitted.
- \* When using the standpipe system, pump no more than 50 PSI to the system. After use during cold weather, insure the system has been completely drained.
- \* High level rope training can only be conducted by Instructors approved by the Chief Training Officer.

F. LP Fueled Props

- \* There will be an approved operator at the main gas control valve (red riser inside the yellow post) at all times during an evolution. They are to be observing the evolution at all times. The Instructor lighting the props will be in full protective gear including SCBA.
- \* When using prop, open the forward control valves (in ground) for the desired section of the prop fully. Control the flow from the main gas control valve.
- \* When lighting a prop, have the lit torch in place prior to opening the main gas control valve.
- \* When relighting an enclosed prop, use caution for possible collection of gas and a fireball.

G. Classroom

- \* No sitting on tables.
- \* No leaning back in the chairs on two legs. The backs of the chairs are not designed for the pressure.
- \* No tobacco products of any kind are to be used in the classrooms or building at any time.
- \* There will be NO spitting of tobacco in cups, cans, bottles, or trash can at any time.
- \* NO spitting of tobacco juice on the sidewalk or parking lot, only on the grass.
- \* All cigarette butts are to be placed in the butt can at back door.

H. Front and Back

Lead Instructor present will ensure:

- \* All trash has been placed in trashcan prior to leaving
- \* All floors will be swept, mopped and vacuumed as needed.
- \* All doors are to be locked prior to leaving.
- \* All lights are turned off.
- \* Restrooms are clean and that the toilets not left running.
- \* The gate to the training ground has been closed and locked.
- \* The portable radios have been returned to the charger and that all six are accounted for.

VII. FDID Number on Registration Forms

When registering for a SC Fire Academy Course, all stations should use the County FDID number “**32501**” and not individual fire station FDID numbers. The County FDID number is used for invoicing purposes by the Fire Academy.