



Lauderhill Fire Explorers

Post 441



Policies and Procedures

Handbook



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GENERAL INFORMATION

I. Description:

The Lauderhill Fire Rescue Department Fire Explorer Post is a youth organization sponsored by the Lauderhill Fire Department, and chartered by Learning for Life & the Boy Scouts of America. The Lauderhill Fire Department is designated as the Chartered Organization. The Fire Department will manage the Fire Explorer program through the Explorer Post Committee. The explorer post is a Para-military organization.

II. Department Responsibilities:

As the sponsoring organization, the Fire Department will provide:

- a. Adult leadership
- b. Appropriate meeting place
- c. Training supplies, equipment and facilities
- d. Workers compensation coverage of fire personnel registered as advisors or associate advisors or other adult leader position, when involved in approved Explorer activities

III. Chartered Organization Representative:

The Chartered Organization Representative shall coordinate communications and activities between the Fire Department Administration, Learning for Life, the Boy Scouts of America, and the sponsored Explorer Post. It shall also be their responsibility to function as the Committee Chairperson.



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IV. Explorer Post Committee:

A committee of adults is formed to oversee the operation of the explorer post. This is formed from organization representatives, Parents and/or other members of the community. Membership is approved by the Chartered Organization. The Post Committee's duties are to include, but are not limited to:

- a. Coordinate Overall Explorer Program
- b. Establish Explorer Rules and Regulations
- c. Approve Explorer Post Programs
- d. Select Post Advisors and approve requests for parent involvement in Post Leadership
- e. Provide guidelines for recruitment
- f. Approve special activities.

V. Post Advisors:

Adult leadership is provided by the Fire Department and other approved adults. These positions work directly with the explorers. These positions are designated as the Post Advisor and Associate Advisors. The lead advisor is the Post Advisor. The Post advisor shall be responsible for:

- a. Providing direct adult leadership and training for the explorers;
- b. Supervising the performance and conduct of Explorers;
- c. maintaining Post Records
- d. Guiding young adults who are the Post leaders in conducting routine operations, and the preparation of proposed unit programs for approval by the Post Committee.

VI. Appropriate Meeting Place:

Fire stations will be used for Post meetings and station facilities are to be made available for post or individual activities. Such activities are not to interfere with Fire Company operations.



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VII. Training Supplies and Equipment:

Fire stations, reserve apparatus, front line apparatus, training supplies, safety equipment will be available when properly requested or scheduled.



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FIRE EXPLORER RANKS, REQUIREMENTS, DUTIES & PRIVILEGES

VII. General:

The Fire Department Explorer Program is divided into three (3) progressive ranks: Fire Explorer Trainee, Fire Explorer and Fire Explorer Ride-Along Qualified.

VIII. Membership and Joining Requirements:

The Fire Department Explorer program has the following membership requirements:

- a. Be at least fifteen (14) but not yet twenty one (22) years of age.
- b. Submit completed Explorer application form.
- c. Submit completed Medical History form and BSA Medical Exam form.
- d. Submit evidence of Accident Insurance coverage
- e. Complete Parental Permission and Consent to Treat form.
- f. Satisfactorily pass background investigation check.
- g. Satisfactorily complete a fire department physical agility test conducted by the Post Advisors or designated fire personnel.
- h. Pay the Post one time registration fee of \$15.00. This covers Explorer registration, and insurance.
- i. Must attend one full month of meetings before being issued uniforms.
- j. Maintain an overall grade point average of 2.0 in the middle/high school they are attending. (Copies of report cards will be collected on a quarterly basis) Note: If failing any subject, explorer will be put on **academic probation** until the grade is brought up to a level of "C" or better. Explorers have until the following interim report to bring up grade. If grade has not improved by this point explorer will be placed on **academic suspension** until grade is brought up.
- k. Maintain membership in only one fire explorer organization.
- l. Purchase a portion of the below listed uniforms:
 - a. All black boots, or all black sneakers
 - b. Black "EMS" pants from the local Army/Navy Outdoors Store
 - c. All black uniform belt from local Army/Navy Outdoors Store



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IX. Fire Explorer Trainee:

This is the entry rank of the Fire Explorer Program. This rank is utilized as a probationary period. The new member is required to become fully aware of his/her responsibilities, be familiar with department organization.

X. Fire Explorer Trainee Restrictions:

Fire Explorer Trainees are restricted to activities involving the Post. The trainee shall not visit any fire station (exception: the post's meeting place may be visited by permission of a Post Advisor and then only when the Advisor is on duty).



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XI. Fire Explorer Requirements:

The requirements of this position must be met before receiving the Fire Explorer Uniform, and Department safety equipment, or being allowed to visit Fire Stations other than during Post meetings. Upon the satisfactory completion of the following the trainee will be promoted to a Fire Explorer:

- a. Satisfactorily participate in Post activities for three months.
- b. Demonstrate a thorough knowledge of the Rules and Regulations by passing a written exam conducted by the Post Advisor.
- c. Explain why and when apparatus inventory is checked.
- d. Explain why how and when routine fire station maintenance is done.
- e. Present a drawing showing the Fire Department organization and explain the duties of each:
 - i. Division
 - ii. Rank



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XII. Fire Explorer Activities:

During this period, the Fire Explorer who is 18 years of age or older, prepares for and becomes Ride-Along Qualified. The Explorer may participate in limited and approved fire station activities including: maintenance activities for fire station, apparatus and equipment; and training. Such activities must be scheduled and approved by the Post Advisor and the Company Officer. These activities are for the Explorer's benefit to utilize the station library, study apparatus inventories and practice basic fire fighting manipulative skills. Such visits shall be time limited by appointment agreement and for specific studies to become Ride-Along Qualified. In order that the station visits are coordinated, the Explorer must:

- a. Request & receive written permission from the Post Advisor,
- b. Make telephone contact with the Company Officer who will be on duty the day requested and make an appointment.
- c. Keep the appointment and be on time.
- d. Leave the permission slip with the Company Officer. The Company
- e. Officer will mail it through department mail to the Post Advisor.



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XIII. Fire Explorer Duties:

As Fire Explorers, members are expected to:

- a. Wear the designated uniform at all explorer functions, and during scheduled fire station activities.
- b. Maintain active participation in Post activities.
- c. Conduct themselves according to the rules and regulations at all times.
- d. Be eligible for Post participation at fires.
- e. Obtain necessary safety equipment.
- f. Become Ride-Along Qualified.

XIV. Ride-Along Qualified Fire Explorer Requirements: (see appendix A)

The requirements of this position must be met before receiving authorization to Ride-Along with Rescue Companies. Upon the satisfactory completion of the following the Explorer will be promoted to a Ride-Along Qualified Fire Explorer rescue units only:

Level 1

- a. Be currently registered as a Fire Department Fire Explorer
- b. Completion of all entry level paperwork
- c. Be at least 18 years of age or older
- d. Completed policies and procedures classes and pass a written test with a minimum score of 70%
- e. Satisfactorily participate in Post activities for six months
- f. Complete infectious disease control class
- g. Completed and passed First Aid class/First Responder course
- h. Learn Lauderhill Fire Department Chain of Command
- i. Learn all of the Departments Stations and Bureaus, mark them on a map of the city to be kept in explorer notebook
- j. Learn all of the standard equipment and its location on the Rescue Trucks
- k. Gain a working knowledge of the Fire Departments communications procedures

Level 2

- a. Completed and passed (AHA) CPR class
- b. Radial and carotid pulses, counting respirations, taking blood pressures
- c. Setup an oxygen bottle and set proper flow. Set up nasal cannula and non-re-breather mask
- d. Identify parts, proper cleaning, and operation of the suction unit.
- e. Have a working knowledge of a "C" collar and how to use them
- f. Have a working knowledge of the backboards and how to use them



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g. ADVISOR APPROVAL

The requirements of this position must be met before receiving authorization to Ride-Along with Fire Companies. Upon the satisfactory completion of the following the Explorer will be promoted to a Ride-Along Qualified Fire Explorer:

Explain and demonstrate a thorough knowledge of Firefighter safety equipment:

- a. Explain how and why turnout boots and safety boots protect the wearer.
- b. Describe the various materials used in the fire department safety clothing, and how they protect the wearer.
- c. Describe the various ways a helmet protects the wearer.
- d. Describe the conditions under which the various articles of safety equipment are to be worn.
- e. Describe the safety procedures each member is to utilize while riding on or in fire apparatus.
- f. Demonstrate a working knowledge of the Fire Department apparatus by describing the following equipment, including what each is used for and locations found:
 - i. SCBA
 - ii. Amkus Tool
 - iii. Cribbing
 - iv. Fire Extinguisher
 - v. Forcible Entry Tools
 - vi. Fire Hose
 - vii. Generator
 - viii. Smoke Ejector
 - ix. Medical Equipment
 - x. Life Pak
 - xi. Ladders
 - xii. Salvage Covers
- g. Demonstrate setting up positive pressure ventilation including:
 - i. Starting generator.
 - ii. Using cord Reel and adaptors.
 - iii. Positioning Blower.
- h. Demonstrate setting up emergency scene lighting including:
 - i. Starting generator.
 - ii. Using cord Reel and adaptors.



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- iii. Positioning lights.
- i. Demonstrate a thorough knowledge of fire hose, fittings and adaptors.
- j. Demonstrate proper procedure for loading hose.
 - i. Demonstrate proper methods of connecting and un-connecting hose couplings, both storz and threaded.
 - ii. Demonstrate knowledge of location and use of hose fittings and adaptors.
- k. Be proficient in First aid.
 - i. Satisfactorily complete the requirements for First Responder or Higher
 - ii. Demonstrate knowledge of location and use of first aid equipment carried on fire apparatus.
 - iii. Satisfactorily complete the Fire Department CPR course

XV. Ride-Along Qualified Fire Explorer Activities:

The purpose of the Ride-Along Explorer qualification is to provide the Fire Explorers an incentive to further their education and training. Explorers who have met the qualifications for Ride-Along have an opportunity to participate in, and experience actual firefighting duties including emergency responses, fire prevention inspections, public education, engine company training drills and exercises, and other misc. duties. In order that the station Ride-Along is coordinated, the Explorer must:

- a. Request & receive written permission from the Post Advisor,
- b. Make telephone contact with the Explorer Advisor who will be on duty the day requested and make an appointment.
- c. Keep the appointment and be on time.
- d. Leave the permission slip with the Company Officer. The Company Officer will mail it through department mail to the Post Advisor.

XVI. Ride-Along Qualified Fire Explorer Duties:

Explorers may participate with engine/rescue companies, Fire Prevention personnel and Chief Officers. All officers will ensure that Fire explorers comply



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with all safety precautions and requirements of the Department. While the explorer is assigned Ride-Along time, he/she should take part in all station activities, including station maintenance, fire prevention inspections, public education, training drills and limited emergency service. **At no time shall the Explorer be exposed to any hazardous situations or engage in any restricted fire suppression activity.**

- As Fire Explorers, members are expected to:
 1. Have met the Ride-Along Certification requirements
 2. Wear designated Fire Explorer uniform during all explorer functions, and during scheduled fire station activities.
 3. Maintain active participation in Post activities.
 4. Conduct themselves according to the rules and regulations at all times.
 5. Have necessary safety equipment.
 6. During emergency situations do not get involved in any restricted suppression activity or other situation that appears hazardous, even if approved by company officer or other supervisor.



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XVII. Duties of Company Officers:

The Explorer Advisor shall provide adequate supervision for the explorers during the hours of assignment.

1. Instruct Explorer on duties while assigned.
2. At no time use or involve the Explorer in any restricted fire suppression activity.
3. Insure that while on apparatus or department vehicle that the Explorer remains seated wearing safety belt.
4. Upon completion of the Ride-Along, forward the permission slip to the Post Advisor with appropriate comments.



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XVIII. Possible Injuries to Explorers:

Each Explorer must have accident insurance with an insurance company. The Fire Department is protected by a liability insurance policy provided by Learning For Life & the Boy Scouts of America. In the event that an Explorer is injured and requires medical attention:

1. Obtain medical attention immediately
2. Notify parents and Post Advisor of the injury
3. The advisor will complete necessary injury forms as required by the Fire Department.



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MEMBERSHIP REGULATIONS

1. Membership shall be open to all young adults at least 13 years of age. No prospective member shall be disqualified because of race, color, creed, or sex. All members must be registered as Explorers and agree to, and sign the Post's by-laws.
2. Persons applying for membership shall complete the Post 441 Application.
3. All membership / registration fees must be completed and turned into the Head Advisor(s). \$15.00
4. All new members shall be on probation for a period of three months. Probationary members shall attend all meetings and Post functions without fail. Only exceptions are: Family and school obligations or illness (subject to confirmation).
5. In the event that a Probationary Explorer does not attend a meeting and fails to provide a valid excuse as to why, then the Probationary Explorer shall be dismissed from the post.
6. The Head Advisor reserves the right to terminate any Probationary Explorers membership without cause.
7. All Explorers shall have a General Release form signed by their parent or by the Explorer if of 18 years of age. This general release must be notarized.
8. All members must be attending school or have graduated from High School or its equivalency.
9. All members SHALL follow the Lauderhill Fire / Rescue Explorer Posts' Standard Operating Procedures without fail.
10. No Explorer shall violate the trust of the Post. If the Post trust is violated the Head Advisor reserves the right to terminate the Explorer without cause.



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XXV. ADMINISTRATIVE PROCEDURES

The following list of directives represents the personal conduct standards the members of the Lauderhill Fire Department Explorer Post shall follow. The basis for these regulations is the following policy:

Every member of the Fire Department Explorer Post program is expected to operate in a highly self-disciplined manner and is responsible for regulating his/her own conduct in a positive, productive, and mature manner, to reflect positively upon the City of Lauderhill and the Lauderhill Fire Department.

ALL MEMBERS SHALL:

1. Follow rules and regulations, standard operating procedures, and by-laws of the City of Lauderhill Fire Explorer Post.
2. Use their training and capabilities to protect the public and other members at all times, both on duty and off.
3. Work competently in their positions to cause all Department programs to work effectively.
4. Always conduct them self in a professional manner to reflect credit on the department.
5. Keep them self fully informed to do their assigned jobs effectively.
6. Be concerned and protective of each member's welfare.
7. Observe the concept of Unit Integrity and Trust.
8. Operate safely and use good judgment.
9. Keep them self physically fit.
10. Observe the duties of their position. (0800 to 2200 hrs.)
11. Be careful of Department equipment and property.



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XXVI. ATTENDANCE REQUIREMENTS

1. Attendance at meetings is mandatory.
2. Any member missing two consecutive meetings without a valid excuse (Advisor, or Associate Advisor to determine this) shall receive 5 demerits.
3. Attendance at functions is mandatory. To be excused, a member may arrange the absence with his / her superior officer.
4. Failure to do so will result in 5 demerits that = 1 point. The receiving of 3 points will result in the Explorer being brought up in front of an Advisor review board.
5. If a member must work on a meeting night or on the weekend of a function, it is the responsibility of the explorer to notify their Lieutenant prior to the function. If this is not followed, it may result in 5 demerits.
6. No meeting shall be held without the Advisor or Associate Advisor present.
7. No misconduct will be tolerated in the Fire Station during or after meetings. In the result of misconduct 5 demerits will be issued.
8. Non-attendance, tardiness, or leaving any meeting or function without informing an advisor is grounds for assigning demerits or DISMISSAL.
9. Community Service Hours will only be granted after the explorer has completed six months in the program. Once Explorer has completed six months all hours from day one will be included.



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XXVII. OFFICER DUTIES

I. OFFICER RESUMES AND DUTIES:

- A. All post members, off of probation, will be eligible to submit promotional resumes, for the ranks of Lieutenant. Only Lieutenants may submit a resume for the position of Captain. Each member eligible will also be assessed upon overall performance, attendance, as well as the detailed resume. Each new officer is on probation for a period of six months. During this probationary period the Head Advisor reserves the right to terminate the Explorers rank without cause. All positions of rank will be filled as required. All resumes will be reviewed without identity.

II. GENERAL OFFICER DUTIES:

- A. They shall be responsible for the conduct and efficiency of the members of their command and supervision.
- B. They shall apportion duties among the members and equalize the assignment as fairly as possible.
- C. They shall analyze situations correctly, quickly, and adopt an effective course of action.
- D. They shall plan, assign, and supervise the work of their subordinates.
- E. They shall see that all visitors to meetings and events are treated respectfully.
- F. They shall maintain discipline and morale. They may exclude/dismiss, if necessary, a person who is disorderly.
- G. They shall perform the related work required at (Meetings, Functions, Events, Etc.).
- H. They shall be in charge of training members and to make sure that all members are on the same level.
- I. They shall be in charge of the Physical Training and Health Improvement of all members.
- J. They shall keep a record of all supplies of Post 441 and make a list of needed supplies.



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- K. They shall be responsible for the daily log book and to make sure all important information is recorded.
- L. They shall be accountable for the calendar of events and training. They shall get all supplies, paperwork, and information ready for that day.
- M. They shall be responsible for all dues or money collected.
- N. They shall help any member with any problem. This may include school, homework, drills, training, home life, etc.
- O. All officers must be in attendance at all functions, unless there is a valid excuse.

III. OFFICERS' DUTIES SHALL BE AS FOLLOWS:

A. Captain(s) SHALL:

- i. Keep the Advisor(s) constantly updated on the status of his / her Lieutenant(s) and Squad(s) training and academic progress (both regular school / post classes).
- ii. Turn into the Advisor(s) collected monthly dues, report cards, receipts, grievances, absence forms when the advisor(s) feels the individual Explorers absence is becoming a problem, demerits when the Explorer has accumulated enough to have action taken against him/her.
- iii. Carry out any other assignment given by the Head Advisor(s).

B. Lieutenant(s) SHALL:

- i. Keep the Captain(s) constantly updated on their squad(s) status.
- ii. Collect (from their individual squads) report cards, dues, grievances, and receipts.
- iii. Maintain an accurate account of demerits / personal absence forms and turn them into the advisor(s) as required.
- iv. Maintain high levels of moral and discipline in their individual squads (at meetings and in public).
- v. Carry out any assignment given by the Head Advisor(s), and Captain(s).



XXVIII. UNIFORM AND HAIR REGULATIONS

This procedure identifies the standard uniform and hair regulation of the Lauderhill Fire / Rescue Explorer Post.

I. MALES:

Hair will be clean, styled, well groomed, and not extended below the collar. "Fade Cuts" such as shaving the sides, long on one side and short on the other, etching, banding, or unnatural coloring will not be permitted. Side burns may extend to the middle of the ear. Mustaches can extend approximately three quarters of an inch below the mouth. Side burns and mustaches will be trimmed and well groomed. Other facial hair e.g. beards, are not allowed. Earrings or other pierced jewelry will not be permitted.

II. FEMALES:

Hair will be in a professional and neat hair style. Shoulder length hair or longer must be pinned up, braided or otherwise restrained in a reasonable manner. "Fade Cuts" such as shaving the sides, long on one side and short on the other, etching, banding, or unnatural coloring will not be permitted. Pierced jewelry, other than one set of earring, shall not be permitted.

III. UNIFORMS:

The appropriate uniform(s) as noted shall be worn by all Explorers when on duty. All Explorers will wear their class "A" uniform at all meetings and functions, unless directed by the Advisor or the Fire Chief during a drill or a special function. (Example: Mock disasters, training night, etc.)

- i. All Explorers are responsible for maintaining the uniform items required for these assignments. All items shall be maintained in presentable condition. Faded, worn, or damaged articles are not acceptable.

- ### **IV. NOT FOR ANY REASON**
- will uniforms be worn earlier than one hour before or after meetings or functions, or at any other time unless allowed by an Advisor. Any Explorer lending or using their uniform when not authorized will be dismissed from the post. If a portion of the Explorers' uniform has to be replaced, the Explorer must complete a Request for Replacement of Lost or Damaged Equipment form and send it through the chain of command. At no time is the explorer allowed to make any type of changes to his/her uniform without the approval of the advisor(s).



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XXIX. DRESS CODE:

I. Class "A" Uniform:

Dress gray shirt, dress pants, black shoes, black belt, and black socks. (Worn when attending special events.)

II. Class "B" Uniform:

Gray F.D. Polo Shirt, black "EMS" pants, black shoes or black sneakers, black belt, black socks. (Worn at weekly meetings and when called for at special events.)

III. P.T. (Physical Training) Uniform:

Dark blue or black gym shorts, Post t-shirt, white or gray gym socks, black or white gym shoes. (To be worn during physical training.)

XXIX.I DRESS CODE ADDENDUM

(Effective 01/01/03)

PURPOSE:

The purpose of this addendum is to establish the POST 441 Lauderhill Fire Explorers Dress Code regarding personal appearance for uniformed explorers.

POLICY:

In addition to the stated policy located on page 15 of the POST 441 Fire Explorer Policy Manual, the following items shall not be permitted as part of a uniform:

- 1) Cell Phone
- 2) Beeper
- 3) Radio (two-way, scanner, i.e.)
- 4) Any other electronic device that has not been approved by the POST 441 Committee Board of Directors

VIOLATION OF POLICY:

Violation of stated addendum shall constitute the following punishments:

You will be advised by your supervisor (squad leader, advisor, etc.) that your attire is not appropriate, and reminded of the Dress Code;

and/or

You will be asked to change your attire or remove said items;

and/or

Violation may result in further disciplinary action, up to and including termination.



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XXX. RIDE PROCEDURES

- I. Only after completing orientation and medical training, shall the Explorer have the privilege of riding on rescue.
- II. Assignment for riding will be issued by the Lead Advisor.
- III. Explorers shall ride a maximum of 12hours and minimum of 6 hours per shift unless special permission is obtained from the Advisor.
- IV. No Explorer will be allowed to ride, as an Explorer, if he or she is not on the current ride schedule. Explorers not on the current ride schedule, may request ride time through the Lead Advisor.
- V. While riding, Explorers shall stay within the station designated areas.
- VI. No Explorer will be allowed in any sleeping quarters.
- VII. No Explorer will be allowed to ride if his / her grade point average falls below 2.0 or he / she is failing any subject.
- VIII. Explorers will ride at the stations at which an Advisor is assigned.
- IX. If, for any reason, the Explorer cannot meet his / her assignment time, he / she must notify an Advisor or the on duty Battalion Chief no less than 1 hour prior to the beginning of the ride.
- X. When any member needs to contact station # 57 for any reason, the notification shall be made between 0700 hours and 2200 hours, and will address the on duty shift commander or any available explorer advisor on duty.



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XXXI. ADDITIONAL RIDING PROCEDURES

- I. Call station commander at Station #57.
- II. Arrive 10-15 minutes early.
- III. Make contact with the station commander and let he / she know that you have arrived.
- IV. Stow your gear on the truck, and then check your S.C.B.A.
- V. Get with the On duty Fire Fighters and help complete station duties.
- VI. Get with the Driver and help with checking out the truck.
- VII. **DO NOT** sit around and watch T.V.!! Constantly stay busy!!
Example:
 - A) Study
 - B) Complete required drills (refer to Drill Book)
 - C) Clean
 - D) Ask station commander for assignment.



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XXXII. RULES AND REGULATIONS

We use the Fire Departments Rules and Regulations as our own since we have to follow all Rules and Regulations of the Fire Department.

Fire Department members are to regard themselves as public employees and are to be governed by the highest ideals of honor and integrity. Courteous conduct is indispensable to good discipline. All members of the department will be expected to act accordingly at all times, whether on or off duty, reflecting credit upon themselves as well as their department.

Section 1 - PROMPTNESS

Officers and members must be prompt and energetic in discharging their duties. They shall be courageous without being reckless and shall exert their greatest energy and best ability and judgment to their duty at all times.

Section 2 - MEMBERS RELATIONSHIPS

All officers and members shall treat and address each other in a courteous manner. They shall work together in harmony and exhibit a courteous demeanor in their relationships with each other. Neither officers nor members shall speak disrespectfully of each other.

Section 3 - DISCHARGING DUTIES

Officers shall be firm and fair and exact in the discharge of all their duties. Acting Officers so assigned shall assume the full duties and responsibilities of the position to which he / she is assigned.

Section 4 - OFFICERS TITLES

The members of the Department must address their superior officers by their proper titles at all times.

Section 5 - ALTERCATIONS

No altercations or fisticuffs will be permitted among members, nor with visitors, such conduct being a serious breach of discipline and may result in reprimand, suspension, or dismissal.

Section 6 - MEMBERS LANGUAGE

NO member of the Fire Department shall use coarse, profane, or insolent language or show disrespectfulness to a member of the Fire Department or a citizen.

Section 7 - MEMBERS CONDUCT

No member shall conduct themselves, on or off duty, in a way that will tend to bring discredit or ill-repute to the Fire Department, or any of its members as a group or as individuals.

Section 8 - IMMORAL AND INDECENT CONDUCT

No member shall be party to any immoral or indecent conduct. Sexual fraternization between members, while on duty, is prohibited.



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Section 9 - SEXUAL HARASSMENT

No member shall be a party to any form of discrimination or harassment on the basis of race, sex, religion, age, national origin, or handicap status as defined by: Title V11 of the Civil Rights Act of 1964 as amended, Age Discrimination in Employment Act of 1967 as amended, Rehabilitation Act of 1973 and 1974, Chapters 760 and 83-380 of the Florida Statutes, the City's Equal Employment Opportunity Policies or any other pertinent legislature, executive, or administrative issuance's.

Sexual harassment may be defined as influencing or offering to influence or threatening the career, pay, or job of another person, woman or man, on the basis of prohibited items. Sexual Harassment may further be defined as unwelcome deliberate or repeated comments, gestures, or physical contact of a sexual nature in a work or duty-related environment.

Section 10 - OBEYING ORDERS

All members of the Fire Department shall promptly and thoroughly obey all orders received from superior officers which are not in conflict with the law, ordinance, or Department Rules of Order.

Section 11 - COPY OF RULES AND REGULATIONS

All Fire Department personnel shall be furnished a copy of the Administrative Rules and Regulations, Incident Command Manual, and Operational Procedures Manual, and all personnel shall read and become thoroughly familiar with them, as well as with all special and general orders related to the Department. Each member is responsible for keeping his / her copies of these manuals updated as revisions are made.

Section 12 - INTERNAL AFFAIRS

No information relative to the Internal Affairs of the Fire Department will be released without proper authorization.



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XXXIII. DEMERIT SYSTEM

This program incorporates a demerit system. Five (5) demerits equal one (1) point. In the event the Explorer receives three (3) points within a consecutive 12 month period, that Explorer will be brought up before a "Review Board".

Demerits are received for violations of rules and regulations, improper conduct, failure to do assignments, ect. Unit Integrity and absolute trust is a vital part of any close nit organization. If this trust is violated the Explorer can and will be terminated from the post.

<u>INFRACTIONS</u>	<u>DEMERITS</u>
Uniform	1
Use of Foul Language	2
Failure to Complete Assignment and/or Class Work/ unprepared	1
Violation of Rules, Regulations, Safety Standards, ect.	3
Late to Roll Call, Formation, or Assignment	2
Disrespect to Rank, Post Members, Visitors, Fire Dept. Personnel	5
Lack of Attendance	5

USE OF TOBACCO OR TOBACCO PRODUCTS WILL BE GROUNDS FOR IMMEDIATE DISMISSAL

The demerit system is utilized for disciplinary action; however, this does not exclude administration from imposing major disciplinary action or dismissal when appropriate.



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XXXIV. REGISTRATION AND DUES

- I. Registration fee is \$15.00 and shall be according to LFL & BSA and insurance.
- II. Monthly dues are \$5.00. Records shall be kept of such payments.
- III. Any assessment voted on by the membership shall become part of that months dues-prepaid members are not excluded from these fees.
- IV. Any member who is not current on the payment of dues shall not attend post functions or meetings. No make-up will be allowed just to attend a function.
- V. Dues will be supplemented by money - earning activities involving the participation of all Post members excluding those excused by an Officer, or Advisor(s).
- VI. All money-earning activities must be approved by the Advisor(s) and must meet the requirements listed in the Explorer Fire / Rescue Guide.



XXXIV. MEETINGS

- I. Regular meetings will be held on Tuesday nights from 6:00 pm to 8:30 pm. Post meetings will be conducted under the principles outlined in Robert's Rules of order. Voting on all issues shall be simple majority.
- II. Officers' meetings shall be held at the end of each meeting.
- III. Anyone asked to refrain from misconduct twice will be removed from the meeting, and will receive 5 demerits.
- IV. Late is defined as reporting to meetings and/or functions 10 minutes or more after the meeting and/or function start time.
- V. An Explorer reporting to a meeting and / or function after the regularly scheduled starting time will receive 2 demerits for being late, and possibly 3 demerits for violation of the rules and regulations. Corrective discipline for receiving 5 demerits or more within a consecutive 12 month period shall be applied as follows:

Each 5 demerits will equal one point.

1 point

Documented verbal reprimand

2 points

Written reprimand

3 points

*Explorer goes before review board
(Placed back on probation)*

4 points

TERMINATION

- VI. Discipline will normally be imposed according to the above schedule. If the Explorer is able to show some compelling reason for the demerits, the Head Advisor may elect and has the right to withhold or modify the disciplinary action in a given reason.
- VII. An Explorer not reporting to a meeting, function, drill, or class without his / her entire equipment and proper uniform shall receive 2 demerits and possibly additional demerits for other rules and regulation violations, per the demerit system.



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XXXV. MEETING AGENDA

This is our General Meeting Format:

- I. 1800hrs. - Physical Training (and/or testing if required)
- II. 1830hrs. - Lt.'s Meet With Squads
- III. Meeting Called to Order
 - A. Introduction of Guests
 - B. New Business
 - C. Old Business
 - D. Advisor / Associate Advisor report(s)
 - E. Officers Report
- IV. Start Class
- V. End Class / Start Clean Up / Officers Meeting
- VI. Dismiss Class- 2030hrs.



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XXXVI. REVIEW BOARD AND RULES OF MISCONDUCT

- I. A review board shall consist of an Advisor and/ committee members.
- II. A review board shall meet if any member breaks these by-laws or if it is requested by the Lead
- III. Advisor, Associate Advisor(s), members of the committee, Officers(s), or by membership vote.
- IV. Any changes of misconduct of a youth member shall be submitted in writing to the Advisor or Associate Advisor.
- V. The review board shall have the power to suspend or terminate a member for the following reasons after the accused member has been given the opportunity to defend himself / herself before the review board:
 - A. Use of narcotics at any time.
 - B. Use of alcoholic beverages at ant time.
(A, B or G would result in a definite dismissal from the post).
 - C. Any misconduct in the public which may discredit or embarrass the City of Lauderhill, The Lauderhill Fire Department, and / or the Post.
 - D. Any misconduct to any Post adult leader and / or executive member, the City of Lauderhill Fire Department as they pertain to the Post.
 - E. Failure to abide by the Post's by-laws.
 - F. Engaging in any sexual activity while on duty.
 - G. Stealing.
 - H. Violation of the rules of the City of Lauderhill, Lauderhill Fire Department or Explorer Post.
 - I. Bringing weapons to the station or public activities.
 - J. Being in the fire station when not attending a meeting or function or without the approval of the Advisor.
 - K. Making or receiving personal phone calls.
(Messages will not be taken by station personal.)



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- VI. Unit Integrity and Trust of the fellow members is to be practiced at all times. If at any time this trust is violated, the individual shall be terminated from the post.
- VII. When working with the Fire Department at a Post function, all members shall abide by any and all rules and regulations and/or directives established by any member of the Fire Department.
- VIII. All Fire Department personnel shall be addressed by rank. Failure to comply will result in 5 demerits , and appearance before review board.
- IX. No Explorer is to leave any function or campsite alone nor is he / she to be permitted to leave unless he / she had notified the designated individual in charge. When notifying that individual, he / she must also include where he / she is going, why, and when they expect to return. This is to provide for the safety of all individuals as well as to assure that the individual can be located if necessary.
- X. All members must have a General Release form signed and on file before participating in any function.
- XI. All Explorers are expected to be a First Responder within twelve (12) months of completing probation or they will be removed from the Post.



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XXXVII. GUIDELINES AND STANDARDS FOR RIDING

All Explorers will report in Class "B" uniform while riding.

Hours Explorers are allowed to Ride:

Weekdays (School Days)	1600 hours to 2000 hours
Weekdays (No School)	0800 hours to 2000 hours
Saturday	0800 hours to 2000 hours
Sunday and Holidays	0800 hours to 2000 hours

Prerequisites:

- I. Must be 18 years old or older
- II. Must have completed orientation and medical training to ride on rescue.
- III. Approval of Advisory Board.
- IV. Orientation of Fire Truck. Confirmation must be presented to the Advisory Board.
- V. Must sign a release with the City of Lauderhill and submit to the Advisory Board.

Guidelines:

1. Must stay at Fire Truck until Fire Personnel approve otherwise.
2. Explorers NEVER drive Fire Trucks.
3. Explorers are under the command of all Fire Personnel.
4. Explorers do not don self contained breathing apparatus and/or enter structure fires wherein the fire has not been declared "OUT" by the incident commander.



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APPENDIX A. EXPLORER RIDE ALONG POLICIES AND PROCEDURES

- ✓ Must be a minimum 18 years old to ride on Apparatus
- ✓ Parental Consent Form completed (City Attorney has already put in place) and Parent Orientation meeting must be conducted before ride time granted.
- ✓ Firefighter Explorer Ability Test must have been completed satisfactory.
- ✓ Medical Evaluation completed prior to any ride time.
- ✓ Background check prior to ride time.
- ✓ Active participation in program.
- ✓ Must maintain 2.0 GPA in school
- ✓ 2 advisors and Chairperson's recommendation.
- ✓ Passed Explorer Probationary period.
- ✓ All Fire Rescue Department Personnel will be given a short Explorer Orientation prior to implementing ride program.
- ✓ No off duty fraternization allowed with Fire Rescue Personnel.
- ✓ Must meet level one & two Explorer training requirements prior to ride time:
 - Be currently registered as a Fire Department Fire Explorer
 - Completion of all entry level paperwork
 - Completed policies and procedures classes and pass a written test with a minimum score of 70%
 - Satisfactorily participate in Post activities for four months
 - Complete infectious disease control class
 - Completed and passed First Aid class
 - Learn Lauderhill Fire Department Chain of Command
 - Learn all of the Departments Stations and Bureaus, mark them on a map of the city to be kept in explorer notebook
 - Learn all of the standard equipment and its location on the Rescue Trucks
 - Gain a working knowledge of the Fire Departments communications procedures
 - Completed and passed (AHA) CPR class
 - H.I.P.P.A. Training
 - 16 hour Ride Time Orientation Class Completed
 - Scene Safety
 - Customer Service
 - Policy Review
 - Apparatus Familiarization
 - Communications review
 - Station Etiquette
 - Department Structure



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- Radial and carotid pulses, counting respirations, taking blood pressures
- Setup an oxygen bottle and set proper flow. Set up nasal cannula and non-re-breather mask
- Identify parts, proper cleaning, and operation of the suction unit.
- Have a working knowledge of a “C” collar and how to use them
- Have a working knowledge of the backboards and how to use them
- **ADVISOR APPROVAL**

Explorer Ride Time

- ✓ First **five ride** times will be on a fire apparatus, and subsequent rides the explorer will have choice of units, based on BCC student scheduling and shift commander preference.
- ✓ Can only schedule ride time with same gender post advisor (Male Explorer to Male Advisor and Female Explorer to Female Advisor)
- ✓ Must schedule in advance and receive prior approval from Lead Post Advisor.
- ✓ Must follow all safety policies and procedures outlined current explorer guide lines, and department guidelines.
- ✓ Weekly schedule will be posted with Explorer's names and unit assignments.
- ✓ Can only ride from 8:00 am- 8:00 pm on approved days
- ✓ Explorers will be provided with appropriate uniforms and equipment before riding. (Helmet and gloves will be carried on the apparatus, and bunker gear will be kept at the fire station for training purposes)
- ✓ Ultimate decision for ride time will be at the discretion of the shift commander and company officer of assigned apparatus
- ✓ Explorers are **RESTRICTED** from any operations and exposures to designated or implied Hot Zones.
- ✓ Upon arrival of an incident:
 - Structure Fire-Stay with apparatus
 - Rehab-Stay with crew
 - Medical-Stay with crew
 - Vehicle Incident-Stay with apparatus, can assist with equipment shuttle outside of the hot zone
 - Haz Mat- remain outside of the hot zone, stay with apparatus
 - Police Related Call-Stay with apparatus



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- ✓ Explorers must follow all Explorer policy and procedures while assigned to ride time.
- ✓ Explorers must complete a web-based Explorer Run Report for each call they respond to.
- ✓ Must have Accountability Tag as part of their assigned equipment.
- ✓ Explorers must present a permission slip to the company officer. Permission slip must have Lead Advisor's Signature. Permission slip must be forwarded to lead advisor through inter office mail.
- ✓ **If an explorer gets injured during a ride along, the following procedures shall be followed:**
 - Obtain medical attention immediately
 - Notify parents and Post Advisor of the injury
 - The advisor will complete necessary injury forms as required by the Fire Department.



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I, _____, on this ___ day of _____ in the year 20___ have agreed to abide by all rules and regulations as stated in the Lauderhill Fire Rescue Post #441 Policy & Procedure Handbook.

By signing this agreement, you acknowledge that you have read and understood the Lauderhill Fire Rescue Post #441 Policy & Procedure Handbook, and that you agree to be bound by the terms and conditions as stated within.

Explorer Signature _____ Date / / 20___

Advisor Signature _____ Date / / 20___

Committee Signature _____ Date / / 20___