

Andover Fire Department

Policies and Procedures Manual



Policy Title: Safety in Training

Section: # Section Title

Number: Policy Number

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Purpose:



The primary purpose of this operating procedure is to provide the requirements for developing, delivering and evaluating the performance of high quality training event for the Andover Fire Department. Nothing in this document is intended to restrict anyone from exceeding these minimum requirements.

Requirements:

Department training requires the following elements

- Note:
- Training Lesson Plan
 - Goals/Objectives
 - What can be reasonably expected with the available timeframe and resources
 - Training Outcomes
 - What results can be expected from the provided training. What should every student walk away with at the conclusion of the event?
 - Logistics
 - Address all the details of the training activity to determine what is required to satisfy the needs of the training site, resources, and personnel safety and transportation
 - Contingencies
 - Plans to prepare for unforeseen circumstances such as weather, lightning, high heat index, wind chill, etc. Considerations such as Location of drinking water, shelter, warming areas, etc. should be examined.
- Safety Plan
 - Safety Briefing
 - Precise instruction and essential information presented at the beginning of training by the safety officer to the group in an effort to minimize the risk of injury.
 - Safety Signage
 - Colored Maltese Crosses at drill stations to visually notify the students of the likelihood of injury or death.
 -  Spend your time in a cautious state. Awareness is switched on. Be aware of your surroundings.

AIR MANAGEMENT

-  You are in danger of being injured. Specific areas of this station could cause injuries to you or others. Make decisions to minimize the potential for injuries.
-  Be aware of your surroundings. Areas of this station have been identified as having the capability of causing severe injury or death.
- Drill Station Closure
 - The safety officer will make sure that training stations are secured upon completion of the drill. Drill stations are not to be used outside the requirements of the training plan.
- Training incident response team
 - Predetermined individual(s) who will prepare for any emergency medical needs that may arise during training. This is the first response to any training injury.
- Debriefing
 - Firefighter
 - Questions and feedback from the students in regards to the training.
 - Instructor
 - Documented critical feedback of the training event. Be sure to include any training safety issues and/or near misses for future review. Both good and bad feedback should be documented and any changes implemented prior to moving forward.

References:

- Standards
- NFPA 1500
- Documents
 - Lesson Plan
 - Safety Plan
 - Safety Briefing Document

Firefighter Expectations:

- Training Officer
 - Plans, directs, and coordinates training, projects, certifications and programs. Conducts studies to determine new or revised training needs. Provides guidance, consultations and assistance in training and employee development. Establishes and maintains timetable, including forward scheduling of training programs.
- Instructor(s)
 - Assists with planning and delivering training by assembling the required resources and conducting training from a prepared lesson plan and adjusts to ensure that objectives and outcomes are attained.
- Safety Officer
 - Develop and recommend measures for assuring personnel safety, and to monitor and/or anticipate hazardous and unsafe situations. The safety officer will develop safety plan and deliver the safety briefing at the beginning of the drill. Participates in training planning activities including developing lesson plans and implementing and directing training as assigned by the training officer. Evaluate efficiency and skill performances of personnel. Maintains situational awareness of training activities beginning to end. Upon completion of the drill the Safety Officer shall secure all drill stations to ensure that no firefighters are able to use drill stations without supervision. Safety Officers will be identified by a reflective vest.