



Monmouth County Fire Academy
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Firefighter I

Fire Department Orientation

[4 Hours]



Instructor Outline, Module 1a

Recommended in Station Training

Monmouth County Fire Academy

Recommended training requirements for students before attending Firefighter I training at the Academy:

Purpose:

The fire academy is having an ever-increasing problem of keeping up with current standards, concerning training of new candidates coming to the fire academy. Also to meet the State Requirements for Firefighter I training some of the competencies should be completed at the local level. In many cases many of these competencies are being completed now.

The enclosed is an outline that the Academy has prepared to be used at the discretion of the department. Some of the information the students must know before coming to the Academy. In many companies and departments there is or will be material that should be added, depending on the organization. This outline for the most part was taken from the New Jersey Standards for Fire Service Training and Certification, Chapter 18C and includes the new Respiratory Standard for firefighters.

Students will be tested and evaluated on this material during their course of instruction at the Fire Academy.

Examples:

- Station Numbers?
- What type of apparatus do they have in their Company?
- What type of apparatus is in their Department?
- Where are the Hazardous Materials stored in their Fire Station?
- Where are the Forcible entry tools kept on their apparatus?

If there are any questions, please feel free to contact the Academy.

Instructor Outline

Orientation/Fire Department Organization

Facility Requirements: Classroom Level A

Instructor Requirements: Instructor Level 1 Certification

Examination: Written

Time Required: 4 Hours

Required Materials:

- 1) Copy of document creating Fire Department
- 2) Map showing geographical boundaries of Fire Department
- 3) Copy of Standard Operating Procedures of Fire Department
- 4) Copy of Constitution and By-laws
- 5) Copy of Local Emergency Operations plan required by SARA
- 6) Community Right to Know Survey Form
- 7) Department's Exposure Control Plan for Bloodborne Diseases

Student Objectives:

- 1) The recruit shall describe the local fire department form of organization and how it relates to the local government.
- 2) The recruit shall demonstrate a knowledge of the local fire departments standard operating procedures.
- 3) The recruit shall demonstrate a basic understanding of Emergency Operations plan required by SARA and its use by the fire department.
- 4) The recruit shall describe the geographic area covered by the local fire department.
- 5) The recruit shall identify the organizational structure of the local fire department.
- 6) The recruit shall identify the chain of command of the local fire department.
- 7) The recruit shall know his Monmouth County Communication System Station Number.
- 8) The recruit shall describe the protocol for obtaining the Hepatitis B vaccination within his department.
- 9) The recruit shall have completed the medical questionnaire and obtain a written recommendation regarding the recruits ability to use an SCBA from the healthcare professional (PLHCP) as outlined in OSHA 29 CFR 1910.134.

References:

- 1) Fire Service Training and Certification N.J.A.C. 5:18C-1
- 2) NFPA 1201 - Recommendations for Developing Fire Protection Services for the Public.
- 3) NFPA 1202 - Recommendations for Organization of a Fire Department.
- 4) IFSTA 201 - Fire Service Orientation and Indoctrination.
- 5) IFSTA 202 - Introduction to the Fire Service.
- 6) Fire Service Training and Certification N.J.A.C. 5:18C-1
- 7) DCA DFS, Fire Service Reference Booklet #3 – Public Employee Occupational Safety and Health Act (PEOSH).
- 8) DCA DFS, Fire Service Reference Booklet #2 – Superfund Amendment and Reauthorization Act (SARA)
- 9) DCA DFS, Fire Service Reference Booklet #4 – New Jersey Right to Know Law (RTK)
- 10) OSHA/PEOSH Regulations 29 CFR 1910.1030 & PL 100-607 Bloodborne Diseases
- 11) OSHA 29 CFR 1910.134 Respiratory Protection Program

Orientation: Fire Department Organization

1) Fire Department History:

- When the Department was started or formed.
- Chronological or major events that have taken place in the history of your Company or Department.

2) Organizational Structure:

- Type of Organization:
Examples:
 - Career
 - Volunteer
 - Career/Volunteer
 - Municipal
 - Fire District
- Department Structure:
 - Number of Companies
 - Number/Location of Stations
- Who and how is your organization administered:
 - Mayor/City Council
 - Fire Commissioner
 - District Commissioners
 - Department Chief, etc.
- Who the Chief is and how he obtained the position:
 - Elected
 - Appointed
- Who are the Officers in the Department/Company and the Chain of Command:
 - Chief
 - Assistant Chief
 - Captain
 - Lieutenant
 - Engineer/Drivers, etc.
- Who are the Administrative Officers in the Department/Company and their functions and responsibilities:
 - President
 - Vice President
 - Secretary
 - Treasurer, etc.

3) Response Area of the Department:

Geographical Boundaries
First Due Response Area
Automatic Alarms
Automatic Responses to neighboring towns or areas
Mutual Aid

4) Firefighter Candidate Duties and Responsibilities:

What is expected, Required (dependent upon local rules)

Attendance at:
Drills
Fires
Work Details

Training Requirements

5) Standard Operating Procedures:

Discuss all Company/Department SOP's (Student should be given a copy) i.e.:

Training Requirements
SCBA Procedures
Haz-Mat Plan

6) Department Equipment Familiarization:

Type of Equipment in Department:

Number of Engines
Ladders
Rescue Vehicles
Special Use Vehicles

Candidates should be familiar with apparatus and type in his assigned station, i.e. engine, ladder, etc. (a walk around is recommended)

Location of equipment and types, on apparatus to include:

Ladders
SCBA
Forcible Entry Tools
Hose (size and quantities)
Hydrant connections
Other Equipment, examples:
Generators
Large Diameter Hose Appliances and Gates
Multiversal Type units
Specialized Equipment

7) New Jersey Right to Know (RTK):

The Right to Know (RTK) course will be included as part of the candidates training at the Academy. However, a station walk-through is required by law. This must be done at his/her station prior to attending the Academy.

Areas to include:

- All storage areas of any Hazardous Materials
- Any areas which could pose a health or accident problem. For example:
 - Gasoline, diesel or fuel filling areas
 - Compressed Air Cylinder filling or storage areas
 - Storage areas for paint, solvents, oil, cleaners

Students should have access to:

- Community Right to Know Survey
- MSDS Sheets
- Hazardous Substance Fact Sheets

8) Exposure Control Plan for Bloodborne Diseases

Student should be introduced to:

- Department's written plan
- Department's Exposure Procedures
- Initial Training will be given during FFI Training (Day 10)
- Availability of HBV Vaccination
- Personal Protective Equipment (PPE) used by your Department

9) Respiratory Protection Plan

According to 29 CFR 1910.134, a written recommendation regarding the recruit firefighter's (employee's) ability to use an SCBA from the healthcare professional (PLHCP) must be completed before any SCBA training or fit-testing can be conducted.

Approval by a healthcare professional (PLHCP) must be completed before Firefighter I training can commence.

10) Municipal and Station Identification Numbers:

Each Municipal and Fire Station has been assigned a Station Number through the Monmouth County Communication System. We are using this numbering system for identification and record keeping at the Academy. Each student must know his Municipal and Station Number before attending any class. i.e.:

- 16-2 Freehold Township, Station 2 (East Freehold)
- 27-2 Manasquan, Engine Company #2
- 36-2 Tinton Falls, Pinebrook Fire Company

Out of County personnel should know their County and Municipal number assigned through NJ OEM.

11) Structural Firefighting Protective Clothing

The purpose of this section is to ensure the firefighter is aware of the uses and limitations of structural firefighting personal protective clothing (PPE).

1) General Requirements:

- PEOSHA, Right to Know, and Fire Department SOP's
- Employer's Responsibilities
- Employee's Responsibilities

2) Protective Clothing Ensemble

Purpose, Limitations, Types, Donning and Wearing, Care and Maintenance and Components of each of the following as they apply:

- Helmet
- Protective Coat
- Protective Trousers
- Boots
- Gloves
- Station/Work Uniform or clothing worn under coat and trousers
- Eye Protection
- Hearing Protection
- PASS Alarms
- Nomex Hood

MONMOUTH COUNTY FIRE ACADEMY

1027 Highway 33 East

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Firefighter I - Verification

This course complies to NFPA 1001 and NJAC 15:18c-1. As part of these standards certain items are not covered in the course, but must be handled on a local level. Please review the items listed below and go over them with the student; then check off these items, sign and forward to the academy. Should you have any questions please contact the academy.

PLEASE PRINT - [All information must be filled in]

Student Name _____

Age _____ DOB _____ SS# _____

Street _____

Town _____ Zip _____

Home Phone _____ Cell Phone _____

Student Preference:

Saturday _____ Sunday _____ No Preference _____

Company/Department _____ Station # _____

Department Address: Street _____

Town _____ Zip _____

___ Fire Department History _____ Organizational Structure

___ Response area of department responsibilities _____ Candidate duties &

___ Standard Operating Procedures _____ NJ Right to Know

___ Exposure Control Plan _____ OSHA PPE

___ RTK Station Walk Through _____ Station ID Number

___ Department Equipment Familiarization

___ Written recommendation regarding the recruits ability to use an SCBA from PLHCP

Department Authorization Required

I certify that I have instructed the student named above on all of the above items,

[Please Print] _____ Title _____ Date _____

Authorized by: _____ Title _____

Signature _____ Phone _____

Date _____