

**MARMORA VOLUNTEER FIRE COMPANY**  
**TRAINING**  
**STANDING OPERATING PROCEDURES (SOP)**

**CHAPTER I**  
**GENERAL**

**301.1.1. POLICY.** The policy of the Marmora Volunteer Fire Company is to provide sufficient training and training resources to qualify all personnel in Firefighting, Emergency Medical Services and other related training.

**301.1.2. PURPOSE.** The purpose of these Standing Operating Procedures (SOP) is to establish procedures for the conduct of Firefighter Training, Officer Training, Specialty Training, and Company Training.

**301.1.3. GENERAL.**

a. ***Training.*** Training of MVFC Officers and Firefighters is accomplished through several means:

- (1). Cape May County Fire Courses (Resident).
- (2). National Fire Services Academy (Resident/Nonresident).
- (3). Local Colleges or other resident courses.
- (4). Nonresident courses from accredited institutions and other academies.
- (5). Courses or periods of instruction conducted by the officers of the MVFC at the firehouse, at the Cape May County Fire School, at local training areas, or at the scene.
- (6). Informal periods of instruction or mentoring by fellow firefighters.
- (7). Reading professional publications.
- (8). New Jersey State Fire College.

b. **Training Records.**

(1). Individual training records will be maintained in the Training Officer Files for each Company member. Truck Captains are expected to assist in keeping them

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posted, updated, and properly filed.

\*This SOP Supersedes SOP 301, dated 1 August 2002

(2). Firefighters will ensure the Training Officer is provided with a copy of training certificates from courses that they have attended.

(3). Training files will also be maintained in the Firehouse Computer data system. Normally, only the Training Officer, Deputy Chief, and systems officer may enter data into the individual record fields.

c. **Training and Fire Fighting Concepts and Tips.** Some basic fire fighting concepts and tips are provided for training and actual operations at the scene. These are general rules, general strategies, and analyzing tips or techniques to assist in making quick assessments and size ups at the Training or Emergency Scene, see Annex A this SOP.

## **CHAPTER 2** **TRAINING REQUIREMENTS**

### **301.2.1. REQUIRED COURSES.**

a. **Firefighter I Course.** All firefighters will attend, and satisfactorily complete, the resident Firefighter I Course at the Cape May County Fire School, or at an equivalent institution within years of becoming a Company member. Those firefighters that have not completed the resident course will--

(1). Not be allowed to enter a hostile atmosphere at any emergency scene.

(2). Have their helmets marked with a ORANGE shield on their helmet.

(3). Not operate vehicles without a certified officer or firefighter in the front seat--for training purposes only.

(4). Be used under strict supervision at the emergency scene in support roles, i.e., filling air bottles from the cascade, carrying equipment, carrying ladders, installing fights, etc.

b. **Firefighter II Course.** All firefighters that have joined the MVFC after 1 Jan 90 are required to complete the Firefighter II Course at an approved Fire School within six years on joining.

c. **Company Instructors.** Prior to being assigned as a principle instructor all MVFC instructors will attend the Fire Methodology Course or equivalent, and be Certified as Level I or II Instructors. Selected Firefighters and Line Officers may conduct selected training courses under the supervision of a qualified instructor.

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d. **Defensive Drivers Course.** All MVFC firefighters will attend and satisfactorily complete a certified Defensive Drivers Course (New Jersey State Safety Council Course in conjunction with the National Safety Council), prior to operating Company apparatus without supervision. Firefighters will have a copy of the course certificate and valid New Jersey driver's license in their possession at all times.

e. **Truck 15-60 Boom/Tower Operation.** Firefighters will not operate the boom or the tower controls on Truck 15-60 unless under the direct supervision of a qualified Line Officer or Firefighter. Firefighters must satisfactorily complete the 16 hour training program identified in Annex B this SOP, before being qualified to operate or train without supervision.

f. **Safety Officers.** Safety Officers must satisfactorily complete the New Jersey certified Safety Course prior to assuming duties and responsibilities of operations at the emergency scene.

g. **Driving Courses.** All Firefighters must demonstrate proficiency in engineer (pump) operations and driving abilities prior to operating vehicles at the emergency scene without direct supervision. Engineers must comply with NFPA Standard Number 1002, "Firefighter Driver/Operator Professional Qualifications," Chapter 2, in its entirety; and demonstrate proficiency in Basic Driver/Operator Qualifications and Advanced Driver/Operator Qualifications. See Annex C, this SOP for Apparatus Certification Sheet.

h. **Line Officers.** All Line Officers will complete training as directed by the Chief Officers. As a minimum the Line Officers should have completed Firefighter I and II, unless grand fathered due to length of service in the Company. Must be Incident Management Level I certified in accordance with N.J.A.C. 5:73-1.6(b), (c) and (d). Furthermore, they must complete the Incident Command Course, Strategy and Tactics Course and should be a qualified Safety Officer prior to being appointed an officer.

i. **Right to Know.** All Company personnel will participate in the Semiannual Right To Know training program. Right to Know material and information is contained in the filing cabinet in the Company Library and Right to Know Binder is located next to the Training Board on the second floor of Station 15.

j. **Self Contained Breathing Apparatus (S.C.B.A.).** All members must complete four (4) hours of S.C.B.A. training conducted and evaluated by a company officer, and must be medically fit, tested and mask fitted in accordance with OSHA 1910.134 standards. Annually all members will be fit tested.

k. **Junior Firefighter Training.** All Junior Firefighters will complete the Junior Firefighter Training Program found in Annex D, this SOP. Junior members will wear a YELLOW shield on their helmets. A Truck Captain will certify the completion of the training to the Chief, prior to the individual performing limited Company duties.

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l. **Probationary Member Training.** All new Probationary Members will complete the New Member Training found in Annex E, this SOP. Probationary members will wear an ORANGE shield on their helmets. A Line Officer will certify the completion of the training to the Chief, prior to the individual performing limited Company duties and the completion of Firefighter I Course.

m. **First Responder Training.** All First Responders must complete a qualification course, as stipulated by the American Red Cross, prior to assuming First Responder duties. The courses include the First Responder Course, the EMT-A Course, the EMT-B Course, the ENT-D Course and the Paramedic Course.

n. **Incident Management Level I.** All members reaching their fourth year of service in the MVFC will be Incident Management Level I certified in accordance with N.J.A.C. 5:73-6.1(b), (c) and (d), and must have met the following criteria:

(1). Shall have been a member of the MVFC for the last three (3) years.

(2). Shall have obtained a Firefighter I certification from the Division of Fire Safety per N.J.A.C. 5-73-4.2.

(3). Shall have completed the I-200 Incident Command Modules of the National Training Curriculum or equivalent.

**302.2.2. ADDITIONAL TRAINING.**

a. Additional training in various subjects is available for all members through various training programs.

(1). Attendance at the National Fire Academy or through their correspondence course program.

(2). Attendance at College courses, paid for by the State of New Jersey.

(3). Attendance at the New Jersey State Fire College courses.

(4). Nonresident programs/courses of instruction.

(5). Visiting certified instructors and programs at the MVFC, or at other Company training locations.

b. Each individual must coordinate with the Training Officer or the Chief prior to attending any program of instruction. There are funds available to assist in payment for these

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programs of instruction, as well as to replace income, if a day off from work is required for attendance at these courses and other travel related expenses.

c. Furthermore, 15-11 and 15-10 are available for transportation to and from most courses of instruction, but they must be coordinated with the Chief, a Deputy Chief or the Training Officer prior to use. The Company will pay tolls and fuel. Vehicles will be dispatched on the Apparatus Status Board found at the entrance to Bay 1.

**CHAPTER 3**  
**TRAINING RESPONSIBILITIES**

**301.3.1. RESPONSIBILITY FOR TRAINING.** Deputy Chief Safety will normally assume the overall responsibility for Company Training. The Chief will supervise the Company Training Officer in the accomplishment of his duties.

**301:3-3-2. TRAINING OFFICER.** Deputy Chief 15-03 will normally be assisted by a Captain as the Company Training Officer, who will be responsible for--

- a. Developing the long-range Training Program/Calendar (5 year program).
- b. Developing the short-range Training Program Calendar (Yearly).
- c. Developing the Near Term Training Program/Calendar (Quarterly).
- d. Assigning and rehearsing instructors.
- e. Obtaining training aids, devices, and equipment not available within the Company resources.
- f. Coordinating mutual aid training and support as required.
- g. Filing copies of the Lesson Plans, Lesson Outlines, and other related training documents for future use.
- h. Training and mentoring Truck Captains.

**301.3.3. LINE OFFICERS.** All Line Officers will be required to instruct. Truck Captains will normally be the primary instructors for MVFC training, or training to other agencies or companies. They will be responsible for--

- a. Providing training input to the Training Officer to develop the various training programs.

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- b. Plan, prepare and rehearse their periods of instruction.
- c. Provide a list of training resources not available within the company to the Training Officer.
- d. Developing the Lesson Plan or Lesson Outline for the period of instruction they are required to teach.
- e. Keeping abreast of current operational doctrine and procedures.
- f. Training and mentoring truck personnel.
- g. Posting individual training records as required.

**JAY NEWMAN  
CHIEF**

**OFFICIAL:**

**JEFF PIERSON  
DEPUTY CHIEF  
TRAINING OFFICER**

**ANNEXES:**

**A--FIREFIGHTING CONCEPTS AND TIPS**

**B--15-60 BOOM/TOWER OPERATIONS**

**C--APPARATUS CERTIFICATION**

**D--JUNIOR FIREFIGHTER TRAINING PROGRAM**

**E--NEW MEMBER TRAINING PROGRAM**

**ANNEX A**  
**FIREFIGHTING CONCEPTS AND TIPS**

The following firefighting concepts and tips are taken from various firefighting publications, and provided as quick reference memory joggers. They are not intended to be used as formal guidance, but "a-way" to consider procedures and application during training and emergency operations.

**REVAS**

RESCUE  
EVACUATION  
VENTILATION  
ATTACK  
SALVAGE

**BASIC RULES**

- 1 --LOCATE THE FIRE (SEARCH/RESCUE/LOCATE)
- 2--CONFINE THE FIRE
- 3--EXTINGUISH THE FIRE

**BASIC STRATEGY**

- 1 --WHAT IS TO BE DONE?
- 2--WHAT IS NEEDED TO DO IT? (V/100=GPM) 3--WHO IS TO DO IT?

**MINIMUM REQUIREMENTS COMPUTATIONS**

V=VOLUME IN CUBIC FEET (L X W X H)  
GPM=RATE OF FLOW  
100=A CONSTANT

WATER GPM= V/100  
MANPOWER MEN= GPNV50  
EQUIPMENT PUMPERS= GPM/500  
LADDERS=PUMPERS/2

**FIREFIGHTING TACTICS**

**RESOURCES**

MANPOWER  
EQUIPMENT  
EXTINGUISHING AGENT

**FIRE PROBLEM**

LOCATION  
TYPE FIRE/SIZE OF FIRE  
INTENSITY/EXTENT OF FIRE  
EXTENSION PROBABILITY,  
LIFE HAZARD AND OTHER FACTORS

<u>ANALYSIS</u>	<u>CHOICE</u>	<u>DECISION</u>	<u>ACTION</u>	<u>EVALUATION</u>
RESOURCES	ATTACK			CHANGES
VS	DEFENSE			AS
FIRE	ATTACK			NEEDED
PROBLEM	OTHER			
	CHOICES			

**15 STEPS FOR ANALYZING THE FIRE SITUATION**

**1--LOCATION**=DETERMINE LIFE HAZARD AND EXTENSION

**2-- EXTENSION PROBABILITIES AND POSSIBILITY.**

PROBABILITY=PHYSICAL LAWS OF FIRE BEHAVIOR BEATRISES, RADIATES BEAT IN ALL DIRECTIONS, CONVECTED BEAT UPWARD, HEAT DOWNWIND, FIRE SIZE.

POSSIBELITY=COMBUSTIBILITY OF EXPOSED MATERIALS, BARRIERS, FIRE INTENSITY, FIRE BRANDS

**3--LIFE HAZARD**--OCCUPANTS, FIRE COMPANY MEMBERS, OTHER OCCUPANTS=CLOSE TO FIRE SAME LEVEL, FLOOR ABOVE, TOP MOST FLOOR OF BUILDING, AND OTHER FLOORS ABOVE FIRE

FIRE COMPANY MEMBERS=SMOKE, STRUCTURAL FAILURE, EXPLOSION  
OTHERS=SPECTATORS, MEDICAL PERSONS NOT NEEDED TO FIGHT FIRE

**4--TIME**=WHEN THE FIRE OCCURS (RATE OF OCCUPANCY)

DARKNESS (SAFETY HAZARD)  
TRAFFIC PEAKS  
SEASON OF THE YEAR/HOLIDAYS  
TIME OF YEAR (ARTIFICIAL HEAT)

**5--WEATHER**=WIND (VELOCITY & DIRECTION)

TEMPERATURE  
AMBIENT BEAT (CLOTHNG)  
HUMIDITY

**6--CONSTRUCTION**=AGE OF CONSTRUCTION

HVAC SYSTEM  
SHAFTS  
UNPROTECTED STAIRWAYS

**7--HEIGHT**=LADDERS REQUIRED

WHAT ALTERNATIVE

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**8--AREA=**PENETRATION OF MASTER STREAMS  
LARGE VOLUMES OF WATER

**9--OCCUPANCY=**PURPOSE FOR THE BUILDING PEOPLE EXPLOSIVE OR TOXIC  
MATERIALS  
ALTERATIONS

**10--ACCESS=**INTO THE BUILDING  
INTO THE INTERIOR  
AWAY FROM THE STREET  
WINDOWLESS

**11--INTERNAL PROTECTION=**BUILT IN SYSTEMS  
STANDPIPES  
SPRINKLERS  
EXTINGUISHERS

**12--WATER SUPPLY=**AN ADEQUATE SUPPLY  
FLOW RATE OF HYDRANTS/STATIC PRESSURE  
TANKERS

**13--APPARATUS=**1 PUMPER/ENGINE FOR EVERY 500 GPM  
1 LADDER FOR EVERY TWO ENGINES

**14--MANPOWER=**1 MAN EVERY 50 GPM

**15--TERRAIN=**STEEP HILLS  
BRIDGES (CONDITION)  
ROADS (CONDITION)  
RAILROADS  
GRASS

**ADDITIONAL QUICK TIPS**

**COLOR OF SMOKE**

**LIGHT GRAY--**CLOTH & PAPER

**LIGHT GRAY--**GRASS & BRUSH **DARK GRAY--**FURNITURE (CLOTH & WOOD  
COMBINED)

**DARK GRAY--**ROOM AND CONTENTS

**MEDIUM BROWN--**WOOD STRUCTURE

**VERY DARK (BLACK)--**COMPLETE BUILDING INVOLVED

**BLACK--**STORAGE OR LIQUID

AT NIGHT **BROWN** SMOKE SEEMS GRAY

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VERY COLD WEATHER ALL SMOKE SEEMS WHITE  
SMOKE CAN EXPLODE (BACKDRAFT) NEED TO VENT

**SEARCH**

SYSTEMIC TO RIGHT OR LEFT ALONG THE WALLS  
REACHING OUT INTO ROOMS  
MARK ROOMS/AREAS SEARCHED  
LOOK FOR FIRE EXTENSIONS  
TIME WITH VENTILATION  
CLOSE TO FIRE/FLOOR ABOVE/TOP FLOOR/OTHER FLOORS (WORKING DOWN)

**VENTILATION**

PLANNED SYSTEMIC REMOVAL OF SMOKE/GASES/HEAT  
TO SAVE LIVES/ALLOW ENTRY/PREVENT BACKDRAFT/CONTROL SPREAD OF FIRE  
PERFORMED AT ALL FIRES WHEN A NOZZLE IS READY FOR ENTRY  
VENTILATE ABOVE THE FIRE  
    AT THE ROOF (THRU MAN-MADE OPENINGS OR NATURAL OPENINGS)  
    AT WINDOWS  
    AT DOORWAYS  
    ANY OTHER HIGHER LEVEL OPENING  
USE LADDERS TO BREAK WINDOWS/TOOLS  
USE CUTTING TOOLS (K-12)  
WATER TO BREAK GLASS  
SMOKE EJECTORS/POWER VENTS  
FOG NOZZLES OUT OF THE WINDOWS

**PROTECT EXPOSURES**

- 1--LIFE HAZARD
- 2--PROXIMITY
- 3--RELATIVE IMPORTANCE
- 4--BUILDING CONTENT (EXPLOSIVES/FLAMMABLES)

**EXTINGUISHMENT**

- 1--PLACEMENT OF HOSE STREAMS
- 2--WATER REQUIREMENTS TO CONFINE/EXTINGUISH
- 3--SELECTION OF NOZZLE/HOSE SIZE
- 4--NEED FOR AGENTS OTHER THAN WATER

**SALVAGE**

BEGINS WITH ARRIVAL  
PUSH STUFF FROM TOPS INTO DRAWERS

**STATION 15**

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MOVE FURNITURE INTO CENTER OF ROOM

SALVAGE COVER/RUG OVER CONTENTS LIMIT USE OF WATER

**OVERHAUL**

THROUGH EXAMINATION TO ENSURE FIRE IS EXTINGUISHED=BEGINS WHEN EXTINGUISHED

SEPARATE FROM SALVAGE

USE TOOLS MORE THAN WATER

BEGIN IN CENTER OF BURNED AREA OUT

LOOK FOR SMOKE

FEEL FOR HOT AREAS

PULL DOWN CEILINGS

OPEN & EXTINGUISH FIRE

SMALL DIAMETER HOSE

WATCH AROUND WINDOW/DOOR FRAMES

SEARCH ABOVE FIRE FLOOR=GET TO TOP

MINIMIZE DAMAGE

CUT OPEN MATTRESSES/FURNITURE

AVOID "SCRAPING CHAR/WETTING DOWN"

CUT BATTERY CABLES ON NEEDED

MOVE OR REMOVE COMBUSTIBLES

**"SAFETY IS PARAMOUNT"**

FIREFIGHTERS NEED---

PERSONAL PROTECTIVE CLOTHING

SCBA

TO WATCH FOR WATER LOAD ON FLOOR

TO WATCH FOR HOLES IN FLOORS

FACE SHIELDS DOWN

TO USE PROPER LIFTING TECHNIQUES

TO WATCH FOR FALLING OBJECTS/TOOLS

TO WATCH TOOL USE

TO WATCH FOR DANGEROUS MATERIALS

**\*\*ACTION PLAN\*\* (\*\* SEQUENCE VARIES WITH SITUATION)**

1 -FIND THE FIRE

2--RESCUE OCCUPANTS

3--SEARCH FOR VICTIMS AND FIRE

4--TAKE SAFETY PRECAUTIONS

5--ESTABLISH C3

6--\*PROTECT EXPOSURES

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- 7--CALL FOR HELP (IF NEEDED)
- 8—VENTILATE
- 9--FORCE ENTRY (IF NECESSARY)
- 10-**\*EXTINGUISH FIRE** (\* ONLY 6/10 REQUIRE WATER)
- 11 -START SALVAGE AS SOON AS POSSIBLE
- 12-SUMMON OTHER AGENCIES
- 13-SALVAGE/OVERHAUL

**A GUIDE FOR SUCCESSFUL SCENE MANAGEMENT**

**WHO IS IN COMMAND?**

DESIGNATE THE IC AND LOCATION OF IC  
 RELAY TO ALL UNITS AND DISPATCH  
 PASS COMMAND AS REQUIRED

<b>ON-SCENE REPORT</b>		
<b><i>WHAT DO I HAVE?</i></b>	<b><i>WHAT AM I DOING?</i></b>	<b><i>WHAT DO I NEED?</i></b>
<b><u>RESIDENTIAL</u></b> ONE STORY TWO STORY MOBILE HOME GARAGE COMMON ATTIC <b><u>COMMERCIAL</u></b> COMMON ATTIC WAREHOUSE OFFICE CENTER HALL CENTER CORE <b><u>SIZE OF STRUCTURE</u></b> <b><u>TYPE OF CONSTRUCTION</u></b> <b><u>AMOUNT AND COLOR OF SMOKE AND FLAME</u></b> <b><u>EVACUATION OR RESCUE NEEDS</u></b>	INT OR EXT ATTACK SIZE OF LINES FROM WHAT ENTRANCE SEARCH AND RESCUE VENTILATION PROTECT EXPOSURES SAFETY FRONT DOOR BUILDING LADDERED LAY SUPPLY LINES FIND UTILITIES MEETING INFORMANT	SUPPLY LINE BACK-UP LINE PRI/SEC SEARCH VENTILATION FORCIBLE ENTRY BUILDING LADDERED REHAB AREA SECOND EGRESS OTHER AGENCIES UTILITY COMPANIES FIRE MARSHALL & LEA*  *LEA—LAW ENFORCEMENT AGENCY

**INCIDENT SIZE UP SHOULD ADDRESS**

LIFE SAFETY  
 INCIDENT STABILIZATION  
 PROPERTY CONSERVATION

DEMOBILIZATION

RESCUE

OCCUPANCY TYPE AND USE NUMBER OF POSSIBLE OCCUPANTS TIME OF  
DAY/WEEK  
PRI/SEC SEARCH  
SPECIALIZED RESCUE  
EVALUATE BODY RECOVERY VS RESCUE POTENTIAL

EVACUATION

EXPOSURES  
DOWNHILL, DOWNWIND IN THE EVENT OF HAZ-MAT INCIDENT STATE POLICE  
ASSISTANCE

VENTILATION

VERTICAL  
HORIZONTAL  
POSITIVE PRESSURE VS NATURAL  
LOCATION/SIZE OF ROOF CUTS  
WIND DIRECTION  
BUILDING CONFIGURATIONS  
HVAC ASSESSMENT  
TIMELY/COORD WITH ATTACK

ATTACK

PERSONALLY VIEW AS MANY SIDES  
OF BLDG AS POSSIBLE  
EXPOSURE PROTECTION  
PRI/SEC SEARCH  
TIMELY  
ADEQUATE RESOURCES

SALVAGE

BEGINS WITH ARRIVAL  
PUSH STUFF FROM TOPS INTO DRAWERS  
MOVE FURNITURE INTO CENTER OF ROOM  
SALVAGE COVER/RUG OVER CONTENTS  
LIMIT USE OF WATER  
CHECK FOR EXTENSIONS  
KEEP THE AREA SECURED FOR INVESTIGATIONS

**ANNEX B**

**15-60 TRAINING PROGRAM**  
**(16-HOUR PROGRAM)**

All Firefighters will be required to compete the following 16-hour 15-60 Training Program prior to being allowed to operate the vehicle under emergency conditions. Hours of training are flexible, based on the size of the group being trained and the basic qualifications of the personnel being trained. The instructor may adjust the hours shorter or longer based one the above, and will annotate it on the Firefighter's sheet.

<b>TOPIC</b>	<b>DATE</b>	<b>INITIALS</b>
<b>INTRODUCTION/CHARACTERISTICS:</b> COURSE INTRO AND VEHICLE DESCRIPTION. (.5 HR)		
<b>TRUCK USE/EMYLOYMENT AT SCENE:</b> HOW THE TRUCK IS OPERATED AT THE SCENE, TO INCLUDE RUNNING ORDERS, TRUCK PERSONNEL ASSIGNMENTS (.5 HR)		
<b>WATER TOWER AND LADDER:</b> BASIC OPERATIONS, CONTROLS, FUNCTIONS, STABELIZATION TO INCLUDE PRACTICAL WORK (2 HRS)		
<b>ENGINEER OPERATIONS:</b> BASIC OPERATION OF WATER SYSTEM, PUMPING (2 HRS)		
<b>TRUCK EQUIPMENT:</b> LOCATION AND USE OF TRUCK EQUIPMENT (1 HR)		
<b>MAINTENANCE:</b> WATER TOWER, LADDERS AND VEHICLE MAINTENANCE-WEEKLY, MONTHLY AND ANNUALLY (1 HR)		
<b>SAFETY:</b> GENERAL SAFETY PRECAUTIONS (.5 HR)		
<b>TRUCK PERSONNEL PROCEDURES:</b> TASKS AND DUTIES OF PERSONNEL WHEN OPERATING TRUCK AND WATER TOWER/LADDER (1 HR)		
<b>PRACTICAL EXERCISE:</b> INDIVIDUAL WORK AND USE OF EQUIPMENT (3 HRS)		
<b>DEMONSTRATION:</b> FINAL DEMO OF VEHICLE OPERATION (.5 HR)		
<b>WRITTEN TEST:</b> WRITTEN TEST THAT MIRRORS PREVIOUS INSTRUCTION. (1 HR)		
<b>HANDS ON TESTING:</b> FINAL TESTING PERSONNEL PRIOR TO OPERATOR CERTIFICATION (3 HRS)		
<b>CRITIQUE:</b> GENERAL COMMENTS ON OVERALL TRAINING AND PERSONNEL PERFORMANCE, REVIEW OF TRAINING (1 HR)		

**NOTE: RETURN THE COMPLETED SHEET TO THE TRAINING OFFICER.**

\_\_\_\_\_  
 (CAPTAIN CERTIFICATION SIGNATURE/DATE)

\_\_\_\_\_  
 PRINT: FIREFIGHTER NAME/NUMBER

\_\_\_\_\_  
 SIGNATURE OF FIREFIGHTER/DATE

**ANNEX C**

STATION 15

21 SEPTEMBER 2004

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APPARATUS CERTIFICATION  
MARMORA VOLUNTEER FIRE COMPANY

DATE: \_\_\_\_\_

OPERATOR'S NAME/NUMBER: \_\_\_\_\_/\_\_\_\_\_

VEHICLE DRIVEN: \_\_\_\_\_ NUMBER OF MILES: \_\_\_\_\_

EVENT	GO	NO GO	REMARKS
1. Operator has been thoroughly familiarized with state and local laws governing MVFC and EMS vehicles:			
2. Verify drivers license is valid.			
3. Conduct a pre-operation check of vehicle.			
4. Operator is provided training on the following topics: <ul style="list-style-type: none"> <li><input type="checkbox"/> Service brakes, including trailer brakes</li> <li><input type="checkbox"/> Parking brakes</li> <li><input type="checkbox"/> Steering mechanism</li> <li><input type="checkbox"/> Lighting devices and reflectors</li> <li><input type="checkbox"/> Headlights—high and low beams, clearance and identification lights, tail lights, turn signals, reflectors, side markers, four-way flasher, cab lights</li> <li><input type="checkbox"/> Tires (Inflation, tread wear, cuts in sidewalls, lugs, or studs, grease leaks around hubs, mud flaps, valve caps, spare tire)</li> <li><input type="checkbox"/> Horns, sirens and/or audible signals</li> <li><input type="checkbox"/> Rear-vision mirrors (Clean, properly adjusted)</li> <li><input type="checkbox"/> Coupling devices (Fifth wheel, jaws, release lever on pintle hook, tow-bar, safety chains, converter gear, air lines)</li> </ul>			
5. Operator has been instructed in operation of vehicle according to standard safety procedures. (Checks air pressure and instruments, emergency brake set, disengages clutch, warms up engine, proper gear selection, checks traffic, and shifts gears smoothly.)			
6. Operator has been trained in use of vehicle controls and emergency equipment. (Clutch and transmission, brakes steering, lights, jacks, tools, tire chains, emergency warning devices, fire extinguisher.)			
7. Operator has had at least fifteen (15) miles of driving experience in traffic, demonstrating ability in following. (Leaving curb, speed control, smoothness of operation, shifting gears, anticipates traffic problems, obeys traffic laws signals properly, allows sufficient passing room, and passes cautiously and smoothly uses mirror			

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8. Operator has received training in turning vehicles and demonstrated ability to do so. (Signals well in advance, turns from proper lane, looks all around before turning, turns at proper speed, turns into proper lane, and yields right-of-way.)			
9. Operator has been given instructions in braking and slowing vehicle by means other than braking. (Signals, checks mirrors, smoothness, proper use of tractor protection valve, uses engine to reduce speed by shifting to lower gear.)			
10. Operator has displayed skills in backing and parking vehicle. (Gets out and checks, sounds horn when necessary, avoids backing to blind side, backs slowly, parks off pavement, secures unit properly, uses ground guide properly.)			
11. Operator has demonstrated proficiency in driving emergency vehicle obstacle course.			

I certify that the above named operator was given a road test using an approved road test form, under my supervision on the date specified below. It is my considered opinion that this driver possesses sufficient operating skill to safely operate the type of emergency motor vehicles checked above.

Signature of Examiner: \_\_\_\_\_

Title: \_\_\_\_\_

Marmora Volunteer Fire Company  
41 Old Tuckahoe Road  
Marmora, New Jersey 08223

Date: \_\_\_\_\_

**ANNEX D**

**JUNIOR FIREFIGHTERS MANDATORY TRAINING  
(14-HOUR PROGRAM)**

All Junior Firefighters are required to complete the following 14-hour Training Program, prior to being taken to any emergency scene.

<b>TOPIC</b>	<b>DATE</b>	<b>INITIALS</b>
COMPANY SOP/FIRE FIGHTING TERMINOLOGY: (2 HRS)		
FIRE ALARMS/COMMUNICATIONS (1 HR)		
ISSUE/WEAR PPE: (2 HRS)		
SCBA FAMILIARIZATION: (1 HR)		
PORTABLE EXTINGUISHERS: (1 HR)		
TOOLS AND EQUIPMENT: (2 HRS)		
VEHICLE FAMILIARIZATION: (2 HRS)		
FILLING AIR BOTTLES—FIXED & MOBILE CASCADES: (2 HRS)		
SAFETY & ACCIDENT PREVENTION: (1 HR)		

\_\_\_\_\_  
**(CAPTAIN CERTIFICATION-SIGNATURE/DATE)**

\_\_\_\_\_  
**PRINT: JR FIREFIGHTER NAME/NUMBER**

\_\_\_\_\_  
**SIGNATURE OF JR FIREFIGHTER/DATE**

**NOTE: RETURN THE COMPLETED SHEET TO THE TRAINING OFFICER**

**ANNEX E**

**NEW MEMBER FIREFIGHTER MANDATORY TRAINING  
(19-HOUR PROGRAM)**

All Probationary Firefighters are required to complete the following 19-hour Training Program prior to being taken to any emergency scene.

<b>TOPIC</b>	<b>DATE</b>	<b>INITIALS</b>
COMPANY SOP/FIRE FIGHTING TERMINOLOGY (2 HRS)		
FIRE ALARMS/COMMUNICATIONS (1 HR)		
ISSUE/WEAR PPE (2 HRS)		
SCBA FAMILIARIZATION/PEOSHA FIT TEST (2 HR)		
PORTABLE EXTINGUISHERS (1 HR)		
TOOLS AND EQUIPMENT (2 HRS)		
VEHICLE FAMILIARIZATION—INCLUDING DRIVING SKILLS (3 HRS)		
HOSE/NOZZLES: (2 HRS)		
FILLING AIR BOTTLES—FIXED & MOBILE CASCADES (2 HRS)		
SAFETY & ACCIDENT PREVENTION: (2 HRS)		

\_\_\_\_\_  
**(CAPTAIN CERTIFICATION SIGNATURE/DATE)**

\_\_\_\_\_  
**PRINT: NEW FIREFIGHTER NAME**

**STATION 15**

**21 SEPTEMBER 2004**

**\*SOP 301**

**SIGNATURE OF NEW FIREFIGHTER/DATE**

**NOTE: RETURN COMPLETED SHEET TO TRAINING OFFICER**