

CAPITAL CITY FIRE / RESCUE
STANDARD OPERATING PROCEEDURE



Title: Cadet Firefighter Program

SOP C.110

Date Issued: 8/25/2017

Date Revised: 7/20/2019

Approved by Chief Etheridge

A handwritten signature in black ink, appearing to read "Richard Etheridge", written over a horizontal line.

C.110.1 PURPOSE:

C.110.1.a To introduce high school students to the fire service through regular training in emergency services activities including firefighting, emergency medical services, and technical rescue. Under the direct supervision of firefighters and/or fire officers, Cadet Firefighters will learn necessary skills to assist the fire department on emergency scenes. By learning about the fire service, Cadet Firefighters may develop a sense of public service, teamwork, leadership, improved physical fitness, and enhanced social development.

C.110.1.b By creating interest in serving with the fire service at a younger age, Capital City Fire Rescue may benefit from increased adult personnel serving the community in the future.

C.110.1.c Capital City Fire Rescue may benefit from increased personnel on emergency scenes in limited circumstances. Upon completion of the minimum requirements outlined in **C.110.7.a**, Cadet Firefighters may assist with basic fire ground operations at emergency scenes freeing adult firefighters to perform other crucial tasks.

C.110.2 Eligibility:

C.110.2.a Minimum Qualifications

C.110.2.a.1 Cadet Firefighters must be at least 14 years of age and no more than 18 years of age

C.110.2.a.1.i AND enrolled in a high school level curriculum

C.110.2.a.1.ii Applicants over 18 years old may be considered for the Cadet Firefighter Program with approval from the Cadet Firefighter Program Administrator and the Fire Chief or their designee IF they are enrolled in a high school level curriculum

C.110.2.a.2 Cadet Firefighters must complete the Cadet Firefighter Program Application and interview process

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C.110.2.a.3 Cadet Firefighters must maintain at least a “C” average in school. Cadets will present their report cards or equivalent to the Cadet Firefighter Program Administrator for verification of this requirement.

C.110.2.a.4 Applicant must be approved by the Cadet Firefighter Program Administrator and by the Fire Chief or their designee.

C.110.2.b Application

C.110.2.b.1 Cadet Firefighter Applicants must submit a completed Cadet Firefighter Application Packet including:

C.110.2.b.1.i Completed Application

C.110.2.b.1.ii Signed Parental Consent to Participate form

C.110.2.b.1.iii Signed Acknowledgement of Receipt of Guidelines form

C.110.2.b.1.iv Signed Contract of Understanding form

C.110.2.b.1.v Signed Waiver of Liability form(s)

C.110.2.b.1.vi Signed Release of Information Authorization form

C.110.2.b.1.vii Signed Consent to Use Photographs form

C.110.2.b.1.viii School transcript with grades

C.110.2.b.1.ix Driving Record (if applicable)

C.110.2.b.1.x Sports Physical (upon acceptance to the program)

C.110.2.b.2 Cadet Firefighter Applicants must complete an interview with the Cadet Firefighter Program Administrator and/or the Fire Chief or their designee

C.110.3 Program Structure

C.110.3.a Administration

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C.110.3.a.1 The Cadet Firefighter Program will be administered by a willing and able firefighter or fire officer appointed by the Fire Chief or their designee to be the Cadet Firefighter Program Administrator

C.110.3.a.2 The Fire Chief will assign a Chief Officer to oversee the program and provide the Cadet Firefighter Program Administrator a chain of command to resolve items that arise.

C.110.3.a.3 The Fire Chief or their designee may appoint up to three additional willing and able firefighters as Assistant Cadet Firefighter Program Administrators to assist with the program.

C.110.3.a.4 Any CCFR member in good standing may assist the Cadet Firefighter Program Administrator or Assistant Cadet Firefighter Program Administrators in training or other Cadet Firefighter events

C.110.3.a.5 The Cadet Firefighter Program Administrator and/or the Assistant Program Administrators will supervise Cadet Firefighter activities related to the department

C.110.3.a.5.i All CCFR firefighters and fire officers must be aware of what Cadet Firefighters can and cannot do as defied by **C.110.4.**

C.110.3.a.5.ii All CCFR personnel are responsible for monitoring Cadet Firefighter activities and must not allow Cadet Firefighters to participate in activities that are not allowed.

C.110.3.a.6 The CCFR Cadet Firefighter Program is not in any way affiliated with any school program. CCFR personnel will not provide any evaluation for grading or school credit purposes.

C.110.3.a.6.i CCFR can provide documentation of training attendance upon request.

C.110.3.b Future Structure

C.110.3.b.1 The Cadet Firefighters may develop a Cadet Squad structure with a Cadet Squad Leader.

C.110.3.b.1.i Each Cadet Squad will contain no more than four Cadet Firefighters including the Cadet Squad Leader.

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C.110.3.b.1.ii Cadet Squad Leaders will be selected and appointed by the Cadet Firefighter Program Administrator.

C.110.3.b.1.iii A Cadet Squad Leader is defined as an active Cadet Firefighter who has demonstrated competence in at least half of the cadet firefighter program skills and has shown leadership skills.

C.110.3.b.2 Any change in the Cadet Firefighter Program structure will result in a revised version of this document that must be approved through the appropriate channels before the new activities can commence

C.110.4 Membership

C.110.4.a.1 Cadet Firefighter Program maximum enrollment will be determined by the Cadet Program Administrator and the Fire Chief or their designee based on interest in the program and resources available.

C.110.4.a.2 All Cadet Firefighters must meet and continue to meet the requirements set forth in **C.110.2.a**, "Minimum Qualifications"

C.110.4.a.2.i Cadet Firefighters must provide a new sports physical annually at the beginning of the school year before October 1st.

C.110.4.a.3 Cadet Firefighters are required to attend monthly cadet training unless they have notified the Cadet Firefighter Program Administrator or their designee

C.110.4.a.3.i Notification of absence should be made as early as possible by phone or email from the Cadet Firefighter.

C.110.4.a.4 Cadet Firefighters must attend a minimum of 30% of cadet firefighter training drills to be considered an active member.

C.110.4.a.4.i Cadet Firefighters who are no longer active may be asked to turn in their gear and be removed from the program by the Cadet Firefighter Program Administrator and/or the Fire Chief or their designee.

C.110.4.a.4.ii Cadet Firefighters may request to be placed in "inactive status" and remain in the Cadet Firefighter Program if

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their attendance falls below 30% due to scheduling conflicts with school, sports, or other extracurricular activities; or family emergency.

- C.110.4.a.4.iii** Inactive Cadet Firefighters must keep the Cadet Firefighter Program Administrator informed of their status monthly either by verbal contact or in writing. Inactive Cadet Firefighters that do not maintain contact may be asked to turn in their gear and be removed from the program.
- C.110.4.a.5** Cadet Firefighter may be suspended or expelled from the Cadet Firefighter Program if they do not consistently stay within good academic standing; consistently or seriously violate school rules; have committed a crime; consistently or seriously violate state, local or federal laws; and/or violate the Cadet Firefighter Program Guidelines
- C.110.4.a.5.i** The Cadet Firefighter Program Administrator and the Fire Chief or their designee must approve suspensions and expulsions from the program. Decisions will be final and not subject to appeal.
- C.110.4.a.6** A Cadet Firefighter who is an active member of the program and turns 18 years of age may choose to:
- C.110.4.a.6.i** Continue to participate in training and emergencies as a Cadet Firefighter until they are no longer attending high school and, in doing so, must continue to abide by the conditions set forth in this document. OR,
- C.110.4.a.6.ii** Become a full adult member of CCFR, subject to those standards and requirements, and participate in Cadet Firefighter training and activities as an assistant to the Cadet Firefighter Program Administrator or Cadet Firefighter Assistant Program Administrators. When the former Cadet Firefighter becomes a full adult member of CCFR, they must relinquish all personal protective equipment that identifies them as a Cadet Firefighter
- C.110.4.a.7** A Cadet Firefighter who is an active member of the program, is 18 years of age, and has graduated from high school may be requested to leave the Cadet Firefighter Program to become a full adult member of CCFR, subject to those standards and requirements. When the former Cadet Firefighter becomes a

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full adult member of CCFR, they must relinquish all personal protective equipment that identifies them as a Cadet Firefighter.

C.110.4.a.7.i The Cadet Firefighter Program Administrator will make every effort to assist the former Cadet Firefighter in making the transition to full adult member status.

C.110.4.a.7.ii Cadet Firefighters that will be turning 18 by the midpoint of the Firefighter I program and that have been in the Cadet Firefighter program for at least one year may enroll in the Firefighter I program.

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C.110.5 Guidelines for Cadet Firefighters

C.110.5.a General

C.110.5.a.1 Cadet Firefighters will adhere to all pertinent Capital City Fire/Rescue Standard Operating Procedures.

C.110.5.a.1.i The general standard of conduct is to act in a manner of a professional. Cadet Firefighters represent Capital City Fire Rescue and are expected to be courteous and respectful to fellow firefighters, emergency service personnel, and all citizens served.

C.110.5.a.1.ii CCFR WILL NOT tolerate vulgar offensive, discriminatory or threatening language or gestures at any time.

C.110.5.a.1.iii Cadet Firefighters may not wear any article of clothing that in the opinion of a fire officer would be offensive to the public served.

C.110.5.a.2 The CCFR maintains a “Zero Tolerance” Policy with respect to alcohol, tobacco, and drug use.

C.110.5.a.2.i Any possession or use of tobacco, alcohol, marijuana, or illegal drugs, or being under the influence of alcohol or illegal drugs, on CCFR premises or apparatus, emergency scene, training drill, official function, or while in CCFR uniform may result in immediate dismissal from the CCFR Cadet Firefighter Program.

C.110.5.a.2.ii Any violations of ordinances or convictions for tobacco, alcohol or drug use will result in a review of the circumstances by the Cadet Firefighter Program Administrator and the Fire Chief, and may result in disciplinary action, including suspension or dismissal from the program.

C.110.5.a.3 Cadet Firefighters will adhere to the Information and Communication Technology Policy (CBJ Administrative Policy 14-04); Social Media Usage for CBJ Employees Policy (CBJ Administrative Policy 14-05); and CCFR Social Media Standard Operating Procedure (SOP A.320).

C.110.5.a.4 Cadet Firefighters will wear protective gear that readily identifies them as Cadet Firefighter

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- C.110.5.a.5** Cadet Firefighters may not, under any circumstance, operate in an Immediately Dangerous to Life or Health (IDLH) environment.
- C.110.5.a.5.i** Cadet Firefighters may not participate in interior, live burn training.
- C.110.5.a.6** A Cadet Firefighter may not direct or assist in directing traffic
- C.110.5.a.7** Cadet Firefighters may not perform any fire service skills until receiving adequate training and being checked off by Cadet Firefighter Program Administrator or designee.
- C.110.5.a.8** Cadet Firefighters may not fill SCBA air bottles, oxygen cylinders, pressurized water extinguishers, or any other compressed gas cylinders.
- C.110.5.a.8.i** Cadet Firefighters are to remain clear of the filling area when compressed gas cylinders are being filled.
- C.110.5.a.8.ii** Cadet Firefighters may perform SCBA bottle changes or exchange oxygen cylinder regulators after receiving adequate training and being checked off by Cadet Firefighter Program Administrator or designee.
- C.110.5.a.9** Cadet Firefighters may not train or operate on ladders or an elevated platform at heights greater than 25 ft. except as noted in **C.110.5.a.9.ii**.
- C.110.5.a.9.i** Cadet Firefighters will use a minimum of two people when deploying ground ladders
- C.110.5.a.9.ii** Cadets may train on elevated platforms provided they are properly supervised and on an appropriate belay system for fall prevention.
- C.110.5.a.10** Cadet Firefighters may operate power equipment during training exercise only after receiving adequate training and under the direct supervision of the Cadet Firefighter Program Administrator, Cadet Firefighter Assistant Administrator, Fire Officer or designee.
- C.110.5.a.11** Cadet Firefighters may not operate CCFR vehicles

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C.110.5.a.12 No firefighter is to ride on a truck step. All firefighters are to be seated in the truck cab when the apparatus is in motion.

C.110.5.a.12.i Firefighters must have their seat belts fastened at all times when riding on any apparatus.

C.110.5.a.12.ii Cadet Firefighters may not repack hose from the hose bed if the apparatus is in motion.

C.110.5.a.13 Cadet Firefighters may not use or display emergency identification in their personal vehicle(e.g., emergency lights)

C.110.5.a.14 Cadet Firefighters may not enter a CCFR fire station unless a member of the department is present.

C.110.5.a.15 Cadet firefighters may not borrow CCFR equipment for personal use.

C.110.5.a.16 Firefighters may not accept monetary payment or gifts for services rendered as a firefighter.

C.110.5.a.16.i Any citizen offering payment of any kind should be advised that payment for firefighting services is not expected. Never accept contributions at an emergency scene.

C.110.5.a.17 Cadet Firefighters are not required to respond to emergency calls.

C.110.5.a.18 Any Injuries must be reported immediately to the Cadet Firefighter Program Administrator, Duty Officer, Fire Chief, Fire Officer or Career Staff.

C.110.5.b Age Specific Guidelines for 14-15 year old

C.110.5.b.1 Each 14-15 year old Cadet Firefighters will be under the direct supervision of an adult firefighter during all physical skills training.

C.110.5.b.2 14-15 year old Cadet Firefighters may not participate in adult department training (i.e. drills) without the authorization of the Cadet Firefighter Program Administrator

C.110.5.b.2.i For any adult training 14-15 year old Cadet Firefighters are authorized to attend, the Cadet Firefighter

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Program Administrator will designate an adult supervisor to remain with the Cadet at all times during training.

C.110.5.b.3 14-15 year old Cadet Firefighters may not respond to emergency incidents.

C.110.5.b.4 14-15 year old Cadet Firefighters may not do any ride-along shifts.

C.110.5.c Age Specific Guidelines for 16-18 year old

C.110.5.c.1 16-18 year old Cadet Firefighters will be under the direct supervision of an adult firefighter maintaining an adequate span of control during all physical skills training.

C.110.5.c.2 16-18 year old Cadet Firefighters may not participate in adult department training (i.e. drills) without the authorization of the Cadet Firefighter Program Administrator and will be supervised during the adult department training.

C.110.5.c.3 16-18 year old Cadet Firefighters may respond to emergency incidents after meeting the requirements in **C.110.7.a**.

C.110.5.c.4 16-18 year old Cadet Firefighters may do ride-along shifts in the career stations under the guidelines in **C.110.6**.

C.110.5.c.5 A Cadet Firefighter may not ride-along past 2100 hours

C.110.5.c.6 Cadet Firefighters that are 17 years of age and will be turning 18 by the midpoint of the Firefighter I program and that have been in the Cadet Firefighter program for at least one year may enroll in the Firefighter I program.

C.110.5.d Cadet Uniform and PPE Guidelines

C.110.5.d.1 Cadets will be issued uniforms readily identifying them as Cadet Firefighters consisting of:

C.110.5.d.1.i T-Shirt

C.110.5.d.2 Cadet Firefighters may be issued additional uniform items if available:

C.110.5.d.2.i Uniform Pants

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C.110.5.d.2.ii Boots

C.110.5.d.3 The Cadet will wear their full uniform during any training, ride-along shifts, or public appearances in compliance with all appropriate Uniform SOPs (A.410 General Uniform Guidelines; A.434 Class C Uniforms; A.452 Duty Boots; A.460 Grooming, Hair, and Jewelry Guidelines)

C.110.5.d.4 Cadet Firefighters will be issued protective gear that readily identifies them as Cadet Firefighter consisting of:

C.110.5.d.4.i Bunker Coat

C.110.5.d.4.ii Bunker Pants

C.110.5.d.4.iii Fire Boots

C.110.5.d.4.iv Nomex Hood

C.110.5.d.4.v Helmet

C.110.5.d.4.vi Fire Gloves

C.110.5.d.4.vii Safety Glasses

C.110.5.d.4.viii Two Accountability Tags

C.110.5.d.5 Cadet Firefighters may be issued additional equipment if available:

C.110.5.d.5.i Flashlight

C.110.5.d.5.ii Webbing

C.110.5.d.5.iii Wooden Wedges

C.110.5.d.5.iv Spanner Wrench Combination Tool

C.110.5.d.5.v 6 in 1 Screwdriver

C.110.5.d.5.vi Cable Cutters

C.110.5.d.6 Cadet Firefighters are responsible for the care of all CCFR gear issued to them and are financially responsible for loss or damage from other than official use as a Cadet Firefighter.

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C.110.5.d.7 Cadet Firefighters must wear all appropriate protective gear while riding on the apparatus, during all training evolutions, and at emergency scenes.

C.110.5.e Violations of any of the guidelines will result in an investigation into the conduct in question and may result in disciplinary action which may include suspension or dismissal.

C.110.6 Training

C.110.6.a The program administrator will develop and training schedule for the year that must be approved by the fire Chief and the department's training officer

C.110.6.a.1 The Cadet Firefighter Program Administrator will schedule themselves, assistant administrators and/or willing and able Fire Officers and Firefighters for the Cadet Firefighter training. The Cadet Firefighter Program Administrator will assure that the scheduled training take place

C.110.6.a.2 Specific dates and times will be scheduled by the program administrator at least one month in advance.

C.110.6.a.2.i Training may be limited from June through August due to trainer availability and availability of Cadet Firefighters during this time period.

C.110.6.a.3 Specific Cadet Firefighter training will occur at least once a month. Weekday training will begin no earlier than 4:00 p.m. and end no later than 10:00 p.m. Weekend training will begin no earlier than 8:00 a.m. and end no later than 6:00 p.m.

C.110.6.a.4 Cadet Firefighters may request additional non-scheduled training if the majority of the Cadet Firefighters are available for the additional training. The Cadet Firefighter Program Administrator and Fire Training Officer must approve the training and the Cadet Firefighter Program Administrator, a Fire Officer or a firefighter must be available and willing to conduct the training.

C.110.6.a.5 Cadet Firefighter training must not interfere with other CCFR training or functions.

C.110.6.b The training will follow guidelines established in this document

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- C.110.6.b.1** The Cadet Firefighter Program Administrator and/or assistants will supervise all training activities
- C.110.6.b.2** Training evolutions will be based primarily on practical skills rather than classroom work or homework
 - C.110.6.b.2.i** Classroom work or homework may be included in training evolutions to prepare the Cadet Firefighter to be successful in practical skills
 - C.110.6.b.2.ii** There may be testing of the subject matter presented in training evolutions. However, Cadet Firefighters will be expected to know the generalities of subject material and to be able to efficiently conduct the practical skills.
- C.110.6.b.3** Firefighters must wear all appropriate protective gear while riding on apparatus.
- C.110.6.b.4** Cadet Firefighters may not participate in any training involving an IDLH environment including, but not limited to:
 - C.110.6.b.4.i** IDLH Interior live burn training.
 - C.110.6.b.4.ii** IDLH Confined Space training
 - C.110.6.b.4.iii** Hazardous Materials Training with live agents
- C.110.6.b.5** Cadet Firefighters may not train on ladders or an elevated platform aerial device at heights greater than 25 ft. except as noted in **C.110.6.b.5.ii**.
 - C.110.6.b.5.i** Cadet Firefighters will use a minimum of two people when deploying ground ladders
 - C.110.6.b.5.ii** Cadets may train on elevated aerial device platforms provided they are properly supervised and on an appropriate belay system for fall prevention.
- C.110.6.b.6** Cadet Firefighters may operate power tools during training exercise only after receiving training and under the supervision of the Cadet Firefighter Program Administrator, Cadet Firefighter Assistant Administrator, Fire Officer or designee.

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C.110.6.c Cadet Firefighters may attend the regular adult firefighter training and any weekend training with approval of the Cadet Program Administrator or their designee except as outlined in **(C.110.4.b.2)**.

C.110.6.c.1.i Cadet Firefighters may not participate in disallowed activities

C.110.6.c.1.ii Cadet Firefighters may not impede or supersede the training of any firefighters

C.110.7 Ride-Along Shifts

C.110.7.a Cadet Firefighters may do Ride-Along Shifts only with the approval of the Cadet Firefighter Program Administrator.

C.110.7.b Prior to doing any Ride-Along Shifts in the stations, Cadet Firefighters MUST:

C.110.7.b.1 Be at least 16 years of age

C.110.7.b.2 Have a signed Parental Consent to Respond to Emergency Incidents form on file

C.110.7.b.3 Complete all appropriate minimum training requirements

C.110.7.b.4 Complete Cadet Response Skills Verification

C.110.7.b.4.i To be signed off by Cadet Firefighter Program Administrator or designee

C.110.7.c Cadet Firefighters may not do any ride-along shifts during the following time periods unless approved by Cadet Firefighter Program Administrator and the Cadet Firefighter's Parent:

C.110.7.c.1 Normal school hours 9:15AM through 3:45PM when the school year is in session

C.110.7.c.1.i If the Cadet Firefighter is enrolled in a zero hour class (8:00AM through 9:15AM) or a seventh hour class (3:45PM through 4:55PM) they may not respond during these hours

C.110.7.c.2 Between the hours of 9:00 pm and 6:00 am

C.110.7.d To request a Ride-Along Shift:

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C.110.7.d.1 The Cadet Firefighter will notify the Cadet Firefighter Program Administrator of their desire to do a Ride-Along by completing the Cadet Firefighter Ride-Along Request form. The Cadet Firefighter will provide the Cadet Firefighter Program Administrator:

C.110.7.d.1.i The date(s) they are available to ride.

C.110.7.d.1.ii Current Grade Check form.

C.110.7.d.1.iii A list of possible tasks they would like to accomplish while on the ride along.

C.110.7.d.1.iv Parent Signature

C.110.7.d.2 The Cadet Firefighter Program Administrator will then contact the Shift Supervisor(s) to request a ride-along and to arrange for an appropriate time for the Cadet Firefighter to ride.

C.110.7.d.2.i The Cadet Firefighter Program Administrator will provide the Shift Supervisor with a list of the Cadet Firefighter's qualifications, limitations, and expectations.

C.110.7.d.3 After the arrangements have been made, the Cadet Firefighter and their parent will be notified of the details of the ride-along, including the name of the Shift Supervisor of the day and any expectations or limitations that have been requested by the shift supervisor.

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C.110.7.e Ride Along Expectations

C.110.7.e.1 During the course of the ride along shift, the Cadet Firefighter will adhere to the guidelines set forth in section **C.110.4 Guidelines for Cadet Firefighters** at all times.

C.110.7.e.2 The Cadet will arrive promptly at the start time of the requested ride-along and meet with the shift supervisor to get their riding assignment and discuss any training goals they may have.

C.110.7.e.2.i The Cadet will bring their Cadet Training Manual with them to all ride-along shifts and complete any ride-along work sheets assigned by the Cadet Firefighter Program Administrator or Shift Supervisor.

C.110.7.e.3 The Cadet will provide their own meals unless they have made PRIOR arrangements with the Shift Supervisor to buy into the shift meals.

C.110.7.e.3.i The Cadet should come prepared with meals and should not expect to be released to go get meals while on a ride along shift.

C.110.7.e.4 Cadet Firefighters responding to emergency incidents as a part of their ride-along shift shall adhere to all the policies outlined in section **C.110.7 Emergency Response** EXCEPT (ride-along changes to the policy highlighted in bold font):

C.110.7.j: *Cadet Firefighters are not to leave an emergency scene without the knowledge and consent of the Incident Commander **AND the Shift Supervisor responsible for their ride-along shift.** Cadet Firefighters will speak with the Incident Commander **AND Shift Supervisor** directly for their release from scene, not via a third party.*

C.110.7.k: **Cadet Firefighters must remain in the apparatus away from the working area of the scene (warm or hot zones) when the shift they are riding along with responds to an emergency incident relating to:**

motor vehicle accidents or fires,

CPR in progress,

hazardous material incident,

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biological or nuclear hazard,

explosive device,

terrorist incident,

police jurisdiction/crime scene assistance

mass casualty defined as one likely to involve four or more individuals seriously injured or killed- such as an incident involving an aircraft or bus accident

At an emergency alarm involving downed power lines or gas leak, the Cadet Firefighter must remain aboard the apparatus or away from the warm zone until the area of operation for the Cadet Firefighter is determined to be safe by a CCFR fire officer

Cadet Firefighters are not to have any direct contact with a person with significant injuries. This will be at the discretion of the officer in charge on the scene.

Cadet firefighters are not to have any direct contact with a person with significant injuries or dead body.

C.110.7.e.5 The Ride-Along Shift may be terminated at any time by the Shift Supervisor if the Cadet Firefighter is not following the expectations laid out by the Shift Supervisor during the initial meeting of the day or if the Cadet Firefighter is not adhering to the **Guidelines for Cadet Firefighters**. If the Shift supervisor terminates the Ride-Along Shift:

C.110.7.e.5.i The Cadet Firefighter will immediately remove his PPE from the apparatus and will make arrangements to leave the station. If the Cadet Firefighter does not have a vehicle, they will be allowed to remain in the station a reasonable amount of time to arrange transport.

C.110.7.e.5.ii If the Cadet Firefighter is unable to arrange transportation in a timely fashion, the Cadet Program Administrator or Assistant Chief to help arrange transport.

C.110.7.e.5.iii The Shift Supervisor will notify the Cadet Firefighter Program Administrator of the termination of the Ride-Along Shift and the reason why by email as soon as possible.

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C.110.7.e.5.iv Termination of a Ride-Along Shift will result in a review of the Cadet Firefighter's ride-along and emergency response privileges. Privileges may be revoked and further disciplinary action may result after an investigation conducted per **C.110.4.e**.

C.110.7.f Ride Along Uniform and PPE

C.110.7.f.1 The Cadet will wear their full uniform during any ride-along shifts in compliance with all appropriate Uniform SOPs (A.410 General Uniform Guidelines; A.434 Class C Uniforms; A.452 Duty Boots; A.460 Grooming, Hair, and Jewelry Guidelines)

C.110.7.f.2 Cadet Firefighters must wear all appropriate protective gear while riding on the apparatus, during training evolutions, and at an emergency scene.

C.110.7.f.2.i Cadet Firefighters will wear protective gear that readily identifies them as Cadet Firefighter

C.110.7.f.3 Workout clothes, compliant with SOP A.410 General Uniform Guidelines, may be worn during shift workout time if the Cadet chooses to participate in shift workout.

C.110.8 Emergency Response

C.110.8.a Prior to responding to emergency incidents Cadet Firefighters MUST:

C.110.8.a.1 Be at least 16 years of age

C.110.8.a.2 Have a signed Parental Consent to Respond to Emergency Incidents form on file

C.110.8.a.3 Complete all appropriate minimum training requirements

C.110.8.a.4 Complete Cadet Response Skills Verification

C.110.8.a.4.i To be signed off by Cadet Firefighter Program Administrator or designee

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C.110.8.b Cadet Firefighters may be issued pagers when the program administrator feels that they have received enough training and are competent enough in their training to respond to emergency incidents.

C.110.8.c Cadet Firefighters **may not** respond to emergencies during the following time periods:

C.110.8.c.1 Normal school hours 9:15AM through 3:45PM when the school year is in session

C.110.8.c.1.i If the Cadet Firefighter is enrolled in a zero hour class (8:00AM through 9:15AM) or a seventh hour class (3:45PM through 4:55PM) they may not respond during these hours

C.110.8.c.2 Between the hours of 9:00 pm and 6:00 am

C.110.8.c.3 If the Cadet Firefighter is employed it is the Cadet's responsibility to get permission from their employer to respond to emergencies

C.110.8.d Cadets **may not** respond directly to emergency incidents driving their own POV or in a non-department member's POV.

C.110.8.d.1 Cadet Firefighters may only respond directly to emergency incidents:

C.110.8.d.1.i During Ride Along shifts as a member of the crew on the fire apparatus OR

C.110.8.d.1.ii If responding in an approved department member's POV

C.110.8.d.2 If alerted to an emergency incident, Cadet Firefighters **may** respond by POV to Station 3 and go to the incident on CCF/R apparatus at the discretion of the apparatus operator.

C.110.8.d.2.i The operator will then be responsible for delivering the cadet to staging as well as returning the cadet

C.110.8.d.2.ii If no apparatus are responding from the station after the cadet arrives OR if the apparatus operator decides not to take the cadet firefighter to the scene, the cadet may be allowed to remain in the station, at the discretion of the on-duty

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staff, to assist with clean up and returning equipment to service when the incident has concluded.

- C.110.8.e** Upon arrival at an emergency scene, a Cadet Firefighter is not to enter a private dwelling or other structure with adult firefighters for investigation or emergency action of any type, unless expressly instructed to do so by the Incident Commander or Fire Officer.
- C.110.8.e.1** Cadet Firefighters must wear all appropriate protective gear while riding on the apparatus and at an emergency scene.
- C.110.8.e.2** Cadet Firefighters are to report directly to the Staging Officer, Accountability Officer, Incident Commander or initial arriving Company Officer. If none of the previous officers are available, Cadet Firefighters will report to the engineer or apparatus driver operator only as a last resort.
- C.110.8.e.2.i** Cadet firefighters are to remain with the apparatus or in close proximity to the Staging Officer, and await specific orders from a CCFR fire officer.
- C.110.8.f** Cadet Firefighters are to be under the direct supervision of CCFR fire officers or their designee from the time of their arrival at the emergency scene until released from duty by the Incident Commander. If no officer is aboard the initial arriving apparatus, the Cadet Firefighter will be under the direct supervision of the apparatus driver/operator until reassigned to a CCFR fire officer or designee. Cadet Firefighter may only be reassigned by a CCFR fire officer.
- C.110.8.f.1** All orders received from a fire officer are to be obeyed and executed completely.
- C.110.8.f.2** If, due to safety concerns or for any other reason the Cadet Firefighter is unable to complete an assigned task, the officer issuing the order, or another officer in his/her absence, should be immediately notified by the Cadet Firefighter who received the order.
- C.110.8.f.3** Under no circumstances is a Cadet Firefighter to enter a burning structure, confined space or underground area, or area subject to a collapse hazard.
- C.110.8.f.4** Once a fire has been brought under control, and the building determined to be structurally sound and free of hazardous

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materials and toxic gas, the Cadet Firefighter may enter the building if accompanied at all times by a CCFR fire officer or his/her designee.

C.110.8.f.4.i This must be with the consent of the Incident Commander.

C.110.8.f.5 At an emergency scene, Cadet Firefighters may operate exterior hose lines under the direction of a fire officer or his/her designee.

C.110.8.f.6 At an emergency scene, a Cadet Firefighter may not climb a ladder or operate from a roof or other elevated position.

C.110.8.f.7 At an emergency scene, a Cadet Firefighter may not operate power tools, hydraulic or pressurized air operated equipment, or cutting device

C.110.8.g Cadet Firefighters are not to make any public comments or make statements to the media at the time of an emergency incident, or following the incident, concerning conditions relating to the emergency scene.

C.110.8.g.1 Cadet Firefighters must understand that individuals whose property has been damaged or destroyed and/or family members injured or killed are extremely sensitive to the statements and actions of emergency personnel.

C.110.8.g.1.i Examples of comments to avoid are the cause and origin of a fire, condition of fire victims, conditions of a home interior, or firefighting techniques.

C.110.8.g.1.ii CCFR firefighters are expected to demonstrate the utmost of respect and compassion for these individuals in both their words and actions.

C.110.8.g.1.iii Cadet Firefighters must understand that fire inspectors or arson investigators and other governmental officials are required to inspect certain types of damage- their presence may in no way indicate suspicion of wrongdoing on the part of the property owner.

C.110.8.g.2 All public inquiries are to be referred to the incident commander, Public Information Officer or CCFR Chief.

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C.110.8.g.3 Cadet Firefighters must understand that there shall be “ABSOLUTELY NO pictures, videos, or comments” on any social media regarding incidents. Failure to abide by this guideline will result in suspension or expulsion!

C.110.8.h Valuables found at an emergency scene are to be immediately turned over to a CCFR fire officer or police officer. Theft by a Cadet Firefighter will result in an immediate dismissal from the Cadet Firefighter Program and the Juneau Police Department will be notified.

C.110.8.i Cadet Firefighters are not to leave an emergency scene without the knowledge and consent of the Incident Commander. Cadet Firefighters will speak with the Incident Commander directly for their release from scene, not via a third party

C.110.8.j Cadet Firefighters may not respond to an emergency incidents relating to:

C.110.8.j.1 *motor vehicle accidents or fires,*

C.110.8.j.2 *CPR in progress*

C.110.8.j.3 *hazardous material incident,*

C.110.8.j.4 *biological or nuclear hazard,*

C.110.8.j.5 *explosive device,*

C.110.8.j.6 *terrorist incident,*

C.110.8.j.7 *police jurisdiction/crime scene assistance*

C.110.8.j.8 *mass casualty defined as one likely to involve four or more individuals seriously injured or killed- such as an incident involving an aircraft or bus accident*

C.110.8.j.9 *At an emergency alarm involving downed power lines or gas leak, the Cadet Firefighter must remain aboard the apparatus or away from the warm zone until the area of operation for the Cadet Firefighter is determined to be safe by a CCFR fire officer*

C.110.8.j.10 *Cadet Firefighters are not to have any direct contact with a person with significant injuries or dead body.*

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C.110.8.k The Incident Commander or their designee may order a Cadet Firefighter to leave an emergency scene if the Cadet Firefighter is not following orders from the Incident Commander, Fire Officer, or other Supervising Firefighter; if the Cadet Firefighter is creating a safety hazard to themselves or other firefighters; if the Cadet Firefighter is not adhering to the **Guidelines for Cadet Firefighters**; or if the emergency scene is found to fall under one of the situations named in **C.110.k**. If the Cadet Firefighter is ordered to leave the scene:

C.110.8.k.1.i The Cadet Firefighter will immediately vacate the immediate area of the incident to a safe location and will make arrangements to leave the scene. If the Cadet Firefighter does not have a vehicle, they will be allowed to remain in an area designated by the Incident Commander or their designee for a reasonable amount of time to arrange transport.

C.110.8.k.1.ii The Incident Commander will notify the Cadet Firefighter Program Administrator that the Cadet Firefighter was ordered to leave an emergency scene and the reason why by email as soon as possible.

C.110.8.k.1.iii Being ordered to leave an emergency scene may result in a review of the Cadet Firefighter's ride-along and emergency response privileges. Privileges may be revoked and further disciplinary action may result after an investigation conducted per **C.110.4.e**.