

Oswego Town Volunteer Fire Department
Explorer Post #34
Best Practices

REQUIREMENTS

1. All members will be at least 14 years of age and completed the 8th grade **OR** 15 years old.
2. An explorer **MUST** maintain a **PASSING GRADE** in **ALL** of the required subject areas in school, and are required to bring their report card/5 week reports in at the end of each marking period. It is the responsibility of the explorer to get a copy of the report card/5 week reports to the fire station in a reasonable amount of time. If the explorer is failing any subjects, he or she will be suspended from all explorer post and fire department functions for a **MINIMUM** of 5 **WEEKS**. The said explorer will turn in their paper to one of the advisors. At the next report they must bring a copy in to the post advisors. Upon improving grade(s) the explorer can return to normal status.
3. All explorer applications must be submitted with a parental signature.
4. A parent or guardian and the incoming explorer are required to meet with one of the advisors prior to beginning the program. This will ensure that the parents and explorers are all on the same page as far as the rules and regulations of the post.
5. All explorers will be considered members of the Explorer Post #34 and not members of the Oswego Town Fire Department. The insurance and liability for the program is handled by the Boy Scouts of America.
6. Upon reaching the age of 16, explorers will be encouraged to apply for Active membership in the Oswego Town Fire Department as a “firefighter with restrictions”. Approval by the Line Officers and Fire District Commissioners is required.
7. Upon reaching the age of 18, explorers will be encouraged to apply for Full Active membership in the Oswego Town Fire Department. Approval by the Line Officers and Fire District Commissioners is required.
8. Any explorer reaching Driving age will submit his/her driver’s license number to a post advisor for processing in the LENS (License Event Notification System) program.
9. Explorers or parents are encouraged to contact any advisory committee member with any questions they may have in reference to any issues, concerns, problems associated with the explorer post.
10. Explorers age 14-15 will need to get a “sports” physical and have record of such on file at the FD. This can be completed by your personal doctor or the FD physician. Explorers age 16 and up will need to get a complete FD physical from Oswego Family Physicians at the Fire Districts expense.
11. The advisory committee for the Explorer Post has the overall authority and responsibility for all members and related issues.

The advisory committee consists of the following people:

- a. Brian Katzman, Lead Advisor, (315) 529-1140
- b. Greg Herrmann, Advisor, (315) 592-1558
- c. Rick Glerum, Advisor, (315) 529-7439
- d. Donna Roth, Advisor, (315) 806-5900
- e. Bernardo Sobrino, (315) 806-2981

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PROGRAM GUIDELINES

1. Explorers are encouraged to attend and participate in all department functions, events, and details. These include Chicken BBQ's, Work details, maintenance nights, etc.
2. Explorers are welcome to attend the monthly business meetings of the Fire Department. The explorer post will hold their own monthly meeting on the first Thursday of the month.
3. Explorer Post Officers will be elected in January and June of each year or at a time to be determined by the advisory committee.
4. All equipment will be issued by the fire department per Best Practices with the approval of the advisors.
5. No explorer shall be in the fire station without a minimum of 2 fire department members (21 years of age or older) present at any time or his/her parent.
6. Explorers are NOT to engage in traffic control, climb and ladder above the first story, make any connections to pumps or nozzles, UNLESS under the DIRECT supervision of a firefighter,
7. DO NOT enter any dangerous area of the fire ground as specified by the incident commander. When in doubt, ASK !!!
8. Explorers will only enter a building with the approval of the incident commander, when accompanied by a firefighter, and ONLY after all fire has been extinguished.
9. Explorers may NOT respond to the scene on mutual aid calls. They may only respond to the Oswego Town Fire station.
10. Explorers will NOT supply information to civilians or to news media at any time about any fire or emergency. Always refer any questions to the incident commander. This applies to any requests for information both during an incident and any time after an incident. Breaches in confidentiality may result in expulsion from the post.
11. Safety must be stressed at all times, whether at a social function, drill, emergency incident or around the firehouse.
12. Use of protective clothing will be at the discretion of a line officer or advisor.

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RESPONSE GUIDELINES (Firefighters with restrictions Age 16 and older)

1. Explorers will respond to the fire station for any alarms they are permitted to respond to.
2. NO explorer (if attending school) is to respond to any incident prior to school hours or after 22:00 hrs. on a school night.
3. Explorers are not allowed to respond to calls during school hours.
4. Explorers are NOT to drive or operate any emergency apparatus at ANY TIME.
5. Firefighters have priority over explorers when space is limited on a truck.
6. Explorers on the fire scene may assist firefighters with firematic activities such as (hose lines, lights, electric cords, portable pumps, generators, scba, deliver tools and other items as requested, assist Fire Police with crowd control (not traffic duties), and assist in pickup and overhaul as requested) when he/she has received the proper documented training.

Structure Fire/ Car Fires/Haz Mat responses

1. Explorers will remain at a safe distance from any burning structure or vehicle.
2. Explorers may NOT engage in firefighting at these types of incidents.

Grass/Brush fires

1. Explorers MAY use brooms, shovels, Indian tanks, and hose lines to help fight fires if directed to do so by the incident commander and when accompanied by a firefighter.

Water problems

1. Explorers MAY respond to water problem calls on enclosed departmental apparatus.

EMS House Calls

1. Explorers are NOT to respond to the location of any EMS incidents.
2. Explorers should not respond to the station for EMS house calls with the exception of those explorers that have successfully completed the CFR class or higher and have been approved by the advisors to respond to EMS calls.
3. An explorer that has completed the CFR class or higher must have parental approval along with advisor approval in order to respond to EMS calls.

Motor Vehicle Accidents (MVA's)

1. Explorers are NOT to respond to the scene of any reported MVA's.
2. Explorers may respond to the firehouse and respond on the required trucks as directed.

Personal Vehicle parking

1. Explorers are not allowed to park their vehicles in front of any bay doors at the station. They are to park in designated parking areas normally used for vehicle parking.

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RESPONSE GUIDELINES (cont. Age 16 and older)

Firehouse use by Explorers

1. Explorers may use the firehouse for drills/training/administrative functions only when there are 2 Fire Dept. members (21 years or older) present in the firehouse. All explorers **MUST** leave the firehouse at 22:00 hrs. on school nights and at any time at the request of a line officer or advisor.
2. Explorers may enter the firehouse when there is an actual call in progress. The 2 adult rule does not apply during this time.
3. Explorers are **NOT** allowed to bring any guest into the firehouse at any time without permission from a Chief, Line Officer, or Advisor.
4. Explorers are to leave the firehouse and all meeting rooms **CLEAN** when finished with a drill or meeting.
5. Explorers are not allowed to run or horseplay at any time in the firehouse.

Radio Operations

1. Explorers **MAY** operate the Fire Dept. base station radio when he/she has received the proper documented training and approval from an Explorer post advisor or Chief.

Fireground Accountability

1. The use of accountability tags **WILL** be implemented at **ALL** fireground operations responded to by Explorer Post Personnel.
2. When not engaged in fireground operations tags will be clipped to their turnout gear.
3. When engaged in fireground operations:
 - a. If arriving on-scene on an apparatus, explorers are to give their tags to the officer in charge of that vehicle.
 - b. Personalized tags **WILL** be issued to each explorer. It is the explorer's responsibility to immediately report lost or damaged tags to an advisory committee member.

Turnout gear

1. **ALL** protective clothing that is issued to an explorer **WILL** be worn in proper departmental instructed manner. This is to be adhered to at **ALL** fireground operations. All turnout gear will be stored at the fire station in an assigned locker space. At no time is turnout gear to be taken home.

Riding Fire Apparatus

1. **ALL** explorers shall ride in the seated position and be seatbelted.
2. In the event of an incident during a fire dept. function, the explorers **WILL** respond to that incident on the apparatus they responded to the function on.
3. Explorers may respond to incidents (as specified above) and **WILL** follow all department Best Practices upon arrival at any scene.
4. At **NO TIME** will an explorer take the seat of an active firefighter when responding to an alarm.

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RESPONSE GUIDELINES (Age 14 and 15)

All explorers age 14 and 15 MAY NOT respond to any alarms.

Firehouse use by Explorers

1. Explorers may use the firehouse for drills/training/administrative functions only when there are 2 Fire Dept. members (21 years or older) present in the firehouse. All explorers MUST leave the firehouse at 22:00 hrs. on school nights and at any time at the request of a line officer or advisor.
2. Explorers may enter the firehouse when there is an actual call in progress.
3. Explorers are NOT allowed to bring any guest into the firehouse at any time without permission from a Chief, Line Officer, or Advisor.
4. Explorers are to leave the firehouse and all meeting rooms CLEAN when finished with a drill or meeting.
5. Explorers are not allowed to run or horseplay at any time in the firehouse.

Radio Operations

1. Explorers MAY operate the Fire Dept. base station radio when he/she has received the proper documented training and approval from an Explorer post advisor or Chief.

Training Accountability

1. The use of accountability tags WILL be implemented at ALL fire ground operations responded to by Explorer Post Personnel.
2. When not engaged in fire ground operations tags will be clipped to their turnout gear.
3. When engaged in fire ground operations:
 1. If arriving on-scene on an apparatus, explorers are to give their tags to the officer in charge of that vehicle.
 2. Personalized tags WILL be issued to each explorer. It is the said explorer's responsibility to immediately report lost or damaged tags to an advisory committee member. They will then be responsible for replacement, as soon as possible.

Turnout gear

4. ALL protective clothing that is issued to an explorer WILL be worn in proper departmental instructed manner. This is to be adhered to at ALL fireground operations. All turnout gear will be stored at the fire station in an assigned locker space. At no time is turnout gear to be taken home.

Riding Fire Apparatus

1. ALL explorers shall ride in the seated position and be seat belted.
2. In the event of an incident during a fire dept. function, the explorers WILL NOT respond, they return to the fire station.

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**Certified First Responder Guidelines for Explorers
Adopted - January, 2003**

1. An explorer post member that has successfully completed a CFR or higher medical class may respond to EMS alarms. Upon receipt of your certification the explorer shall submit a copy of it to the EMS coordinator to be filed in their personnel file. The advisors will have the final say in determining who may respond to EMS alarms.
2. The normal explorer post rules still apply (i.e. time of day, responding to the station not the scene, etc.) when responding to medical alarms.
3. A CFR-Explorer cannot be the only medical person on the truck when responding to a medical alarm. There must be at least one other **SENIOR** medical person on the vehicle. If there is not another senior medical person then the explorer is not to respond on the truck.

**Attendance Policy
Adopted 12/04**

Every member of the explorer post is encouraged to attend 2 functions of the fire department each month. A function is defined as one of the following:

- Monthly or special meetings
- Monthly or special work details
- Regularly scheduled training nights (Thurs)
- Special training that is open to all member of the post

Attendance at any of the above listed functions will be tracked by signature in the sign in book kept in the radio room. If issues come up where you cannot make 2 functions in a month please communicate with one of the advisors so they are aware of your status.