*This model program is intended for general information purposes only. It should not be construed as legal advice or legal opinion regarding any specific or factual situation. Always follow your organization’s policies and procedures as presented by your manager or supervisor.*

**Training And Education Model Policy**

**Purpose and Key Responsibilities**

The **fire company/department** establishes this training and education program with the goal of preventing occupational accidents, deaths, injuries, and illnesses.

The **fire company/department** will provide training and education for all members for the duties and functions that they are to perform. Training should be provided for all members as often as necessary to meet the applicable requirements of PEOSH 12:100-10.3.

**WHO** will be responsible for reviewing, recordkeeping, and enforcement of this policy.

**Basic Training and Education Requirements**

All members who engage in structural firefighting shall at least meet the requirements of Fire Fighter 1 as specified in NJAC 5:73-4 and applicable classes as specified in the Training & Education Matrix in Appendix A.

All members involved in emergency operations shall be trained to the Incident Management I-100 level in accordance with the New Jersey Uniform Fire Safety Code.

Members who engage in interior structural firefighting shall participate in training as required by NJAC 12:100-10.3. Training shall be provided on at least a quarterly basis, with ten sessions totaling 24-hours required by NFPA Standards. Where the training is “Live Fire” this requirement is annual.

Training programs for all members engaged in emergency operations should include procedures for the safe exit of members from the dangerous area in the event of equipment failure or sudden changes in conditions.

Members who engage in non-structural firefighting operations, including but not limited to wild land or other exterior fires, the **fire company/department** shall provide training in such firefighting operations.

Members who occasionally are assigned to non-structural firefighting operations should attend non-structural firefighting training sessions consisting of at least nine (9) hours annually.

All fire apparatus drivers/operators should meet the applicable requirements specified in NFPA 1002, *Standards for Fire Apparatus Driver/Operator Professional Qualifications* and applicable classes as specified in the Training & Education Matrix in Appendix A.

Instructors and evaluators of driver/operator candidates shall use the Checklist of Required Knowledge and Demonstrated Skills to record training and final evaluations provided in **the Driving and Response Policy**.

All fire officers should at least meet the requirements for Fire Officer 1 as specified in NJAC 5:73-8 and applicable classes as specified in the Training & Education Matrix in Appendix A.

The Training Officer should at least meet the qualifications as a Level II Fire Service Instructor as specified in NJAC 5:73-5 and NJAC 5:18C-5.3.

**Training Preparation and Delivery**

Training in emergency operations should be based on the **fire company/department** operating procedures.

Instructors of all training and educational sessions shall be qualified to deliver the objectives of the lesson plan. ‘Qualified’ shall mean the necessary education and experience to explain the material being presented. Minimum Level I Fire Service Instructor is desirable.

A written Lesson Plan shall be developed for all planned education and training sessions. The extent of the Lesson Plan shall be in relation to the complexity of the material being presented.

For Shift/Company-Level Drills, the signal to immediately stop the drill to handle an unplanned event, such a firefighter injury or developing dangerous condition shall be **FILL YOUR SIGNAL**

For Company and Shift-Level hands-on drills, the lead instructor should refer to the Company Level Drill Planning Safety Checklist, provided in **Appendix \_\_ Safety Checklist for Shift/Company-Level Drills At and Around the Station**.

Training in acquired structures shall be planned in conjunction with a Level 2 Fire Service Instructor. Training evolutions in an acquired structure shall be under the supervision of at least a Level 1 Fire Service Instructor.

Training in acquired structures shall be conducted in accordance with Training in Acquired Structures Risk Control Checklist, provided in **Appendix \_\_**.

Using live victims in training evolutions shall be approved by **WHO**. When live victims are used in training, additional safety measures (monitors, belay lines, etc.) shall be used to ensure the safety of the individual acting as the victim.

Consideration for the safety of firefighters shall be made for inclement weather; heat, humidity, cold, lightning, and precipitation.

When training occurs in temperatures above 80° F, instructors shall refer to the safety measure tables below:

**National Weather Service Heat Index Table**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Relative  Humidity | Temperature | | | | | | | | | | | |
| 82 | 84 | 86 | 88 | 90 | 92 | 94 | 96 | 98 | 100 | 102 | 104 |
| 40% | 81 | 83 | 85 | 88 | 91 | 94 | 97 | 101 | 105 | 109 | 114 | 119 |
| 45% | 82 | 84 | 87 | 89 | 93 | 96 | 100 | 104 | 109 | 114 | 119 | 124 |
| 50% | 83 | 85 | 88 | 91 | 95 | 99 | 103 | 108 | 113 | 118 | 124 | 130 |
| 55% | 84 | 86 | 89 | 93 | 97 | 101 | 106 | 112 | 117 | 124 | 130 | 137 |
| 60% | 84 | 88 | 91 | 95 | 100 | 105 | 110 | 116 | 123 | 129 | 137 |  |
| 65% | 85 | 89 | 93 | 98 | 103 | 108 | 114 | 121 | 128 | 136 |  |  |
| 70% | 86 | 90 | 95 | 100 | 105 | 112 | 119 | 126 | 134 |  |  |  |
| 75% | 88 | 92 | 97 | 103 | 109 | 116 | 124 | 132 |  |  |  |  |
| 80% | 89 | 94 | 100 | 106 | 113 | 121 | 129 |  |  |  |  |  |
| 85% | 90 | 96 | 102 | 110 | 117 | 126 | 135 |  |  |  |  |  |
| 90% | 91 | 98 | 105 | 113 | 122 | 131 |  |  |  |  |  |  |
| 95% | 93 | 100 | 108 | 117 | 127 |  |  |  |  |  |  |  |
| 100% | 95 | 103 | 112 | 121 | 132 |  |  |  |  |  |  |  |

**Heat Index-Associated Protective Measures**

|  |  |  |
| --- | --- | --- |
| **Heat Index** | **Risk Level** | **Protective Measures** |
| Less than 91° F | Caution | Basic health and safety planning |
| 91° F to 103° F | Moderate | Implement precautions and heighten awareness |
| 104° F to 115° F | High | Additional precautions  Consider cancelling drill |
| Greater than 115° F | Extreme | Cancel drill |

Reference: <https://blogs.cdc.gov/niosh-science-blog/2017/06/05/heat-index/>

**Protective Measures**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Risk Level | Moderate work | | Hard work | |
| Work / rest | Water intake | Work / rest | Water intake |
| Caution | 40 min./20 min. | 0.75 qt./hr. | 30 min/30 min | 1.0 qt./hr. |
| Moderate | 30 min./30 min. | 0.75 qt./hr. | 20 min/40 min | 1.0 qt./hr. |
|  | Vital signs & body temperature monitored during rehab | | | |
| High | 20 min./40 min. | 1.0 qt./hr. | 10 min/50 min | 1.0 qt./hr. |
|  | Vital signs & body temp. monitored in rehab. BLS on standby. | | | |

Reference: <https://www.cdc.gov/niosh/docs/2016-106/pdfs/2016-106.pdf?id=10.26616/NIOSHPUB2016106>

Instructors shall consider the need for firefighter rehab during extended training periods or training during dangerous weather. Rehab shall be in accordance with the Rehab SOP.

Appendix A – Training Needs Guide

|  |  |  |  |
| --- | --- | --- | --- |
| Topic | Reference | Frequency | Comments |
| Apparatus Operation |  | annual | Not every topic needs to be covered every year, but annual reminders of concepts are recommended |
| Training content: | * True Emergency & Due Regard * Intersection * Review of department SOPs * Blue Light regulation * Title 39 rules | | |
| Asbestos Awareness | 1910.1001(j)(3) | Every 2 years | May be needed at older firehouses |
| Training content: | * Location of Asbestos-Containing Materials (ACM) & Presumed ACM (PACM) * Restrictions for working in areas of ACM & PACM | | |
| BBP / Infection Control | 1910.1020  1910.5(c)1 | annually |  |
| Training content: | * Bloodborne pathogens * Respiratory disease protection * Cleaning & disinfection protocols | | |
| Confined Space Awareness | 1910.146(c)(3) | Every 3 – 5 years | Needed for department not confined space rescuers |
| Training content: | * List of confined spaces in and around the station * Recognition of unmarked confined spaces * Restrictions against entering confined spaces | | |
| CPR / AED / First Aid |  | Every 2 years |  |
| Training content: | National-standards | | |
| Disability Awareness | NJSA 52:27D-25(jj) | 1x | Part of Firefighter 1 – older members will need to take online class |
| Training content: | State-defined curriculum | | |
| Elected Official Risk Mgmt. | MEL recommended | annually | Fire Commissioners & Fire Chief get $250 towards JIF assessment |
| Training content: | * Content changes each year | | |
| Electrical Safety |  | Every 3 – 5 years |  |
| Training content: | * Solar Panels * Electrical equipment at the fire station | | |
| Employee Conduct | Multiple State & Federal | annually | Not every topic needed every year |
| Training content: | * Anti-discrimination * Drug & alcohol free workplace policies * Domestic violence policies * Protecting Children from Sexual Abuse * Anti-bullying policies * Social media policies | | |
| Fire Safety & Evacuation | 1910. 38(e) & (f)  1910.39(d) | Every 3 -5 years | Required by PEOSH, even for firefighters |
| Training content: | * Fire prevention measures around the firehouse * Actions for emergency situations at the station (fire, bomb threat, spills) | | |
| Fire Extinguisher | 1910.157(g) | annually | Required by PEOSH, even for firefighters |
| Training content: | * Types of extinguishers and their uses * Demonstration of proficiency needed periodically | | |
| Forklift Certification | 1910.178(l) | 3 years | Needed if the department has a forklift |
| Training content: | * Safe operation strategies * Demonstration of skills | | |
| Hazard Communication / RTK | 1910.1200(h) | 2 years | Training needs may be met during HazMat Ops training |
| Training content: | * Inventory of chemicals at the fire station * Understanding labeling and warnings * Employer obligations & Employee rights | | |
| HazMat – Operations | 1910.120  12:100-10.3(c)(4) | annually |  |
| Training content: | * Special chemical hazards in response area * Defensive & offense control measures and limitations | | |
| Hearing Protection | 1910.95(k)  12:100-10.13 | 3 – 5 years | Annual training is required for firefighters if enrolled in the department’s Hearing Conservation Program |
| Training content: | * OSHA Action level & PEL * Noise levels of equipment at station * Understanding available hearing protection devices | | |
| ICS – 200 Level | NJAC 5:75-2.1 | 1x | For junior officers |
| Training content: | * State-defined curriculum | | |
| ICS – 300 Level | NJAC 5:75-2.1 | 1x | For senior officers |
| Training content: | * State-defined curriculum | | |
| ICS – 400 Level | NJAC 5:75-2.1 | 1x | For senior officers |
| Training content: | * State-defined curriculum | | |
| Interior Structural Firefighting | 12:100-10.3(c)(2) | Quarterly | Non-interior firefighters must receive training annually in their duties or assignments on the fire ground |
| Training content: | * Search and rescue * Advancing hose lines * Ventilation * Salvage & overhaul * Live Fire | | |
| Lead Safety |  | Every 3 – 5 years | May be needed for older stations if firefighters perform maintenance tasks; i.e. scraping paint, auto batteries |
| Training content: | * Regulations for the safe removal & disposal of lead-based paint * Regulations for the safe handling & disposal of automotive batteries | | |
| Lock Out / Tag Out | 1910.147(c)(7) | Every 3 – 5 years | Non-emergency operations (station duties, inspections) |
| Training content: | * Equipment & operations requiring LOTO * Available LOTO devices * Procedures for LOTO specific pieces of equipment * Annual inspection (observation) of all Authorized Employees | | |
| Manager & Supervisor Training | MEL recommended for all levels of supervisors | Every 2 years | Part of the department’s risk management plan |
| Training content: | * Best risk control practices against General Liability, Auto Liability, Worker Compensation, and Property claims | | |
| Personal Protective Equip | 1910.132(f) | Every 3 – 5 years | Non-emergency operations (station duties, inspections) |
| Training content: | * Based on Job Hazard Assessments * Eye, face, hand, and torso hazards at the fire station * PPE selection, availability, & care | | |
| Respiratory Protection | 1910.134(k)  12:100-10.10(d) | annually | SCBA, N95, cartridge respirators |
| Training content: | * Annual fit-testing of all respirators used by the department * Reminder to report personal changes that may affect the fit of respirators * Limitations of respirators * Care of respirators | | |
| Shop & Tool Safety | multiple | Every 3 – 5 years | Employers must train on tool & equipment used |
| Training content: | * Compressed gas cascade system & compressor operation * Lawn care equipment; mowers, chainsaws, trimmers * Snow removal equipment * Shop tools ; bench grinders, drill presses * Portable & powered scaffolds | | |
| Traffic Control at Incidents | MUTCD | 3 – 5 years |  |
| Training content: | * High visibility apparel * Vehicle positioning | | |

**Appendix B - Safety Checklist for Company/Shift-Level Drills At and Around the Station**

The checklist below is provided to assist fire service instructors and leaders create a safe drill ground so that firefighters can concentrate on gaining the knowledge and skills needed to excel. Drill planners do not need to complete the entire checklist for all drills, but should use it as a quick-check for adequate safety controls.

|  |  |
| --- | --- |
| ***Element Met*** | ***Drill Safety Element*** |
| **Planning** | |
|  | A written Lesson Plan is prepared with objectives of the drill & approved by senior officer |
|  | Lead Instructor has proper DFS credentials for scope of the drill |
|  | Safety Officer for each evolution has been identified & hazards of evolutions discussed |
|  | Participating firefighters have received the necessary education before practical evolutions |
|  | Effective controls established for firefighters not participating in an evolution   * Consider rehab, multiple drill stations, and debriefing to keep firefighters involved |
|  | Effective safeguards established to control formal or informal competitions |
|  | Criteria to suspend drill due to weather (heat / cold / storms) are established.   * Is firefighter rehab / BLS evaluation indicated? |
|  | Time allotted to clean / refill drill equipment & return to service on the apparatus |
|  | Live victims should not be used. |
| **Survey of drill ground** | |
|  | Surfaces that will be used for the drill are clear of slip and trip hazards, such as loose stones |
|  | Drill area (esp. off-site) walked to identify & clear of puncture / cut hazards & debris |
|  | Controls established to keep vehicle traffic clear of active drill ground |
|  | Controls established to keep pedestrians clear of active drill ground |
|  |  |
| **Drills involving training props** | |
|  | Props inspected, working properly, and secured from moving. Training vehicles secured from rolling |
|  | Tools to be used for drill have been inspected for damage |
|  | Wood props (roof vent, wall breach) inspected for nails & other sharp projections |
|  | Batteries and hazardous liquids removed from donated training vehicles |
|  |  |
| **Drills involving pumping water, using handheld hoses, or elevated streams** | |
|  | Hoses that will be used have been hydrostatically tested within past year |
|  | Considerations & provisions for water run-off taken |
|  |  |
| **Drills involving the use of SCBA** | |
|  | SCBA that will be used are inspected immediately before the drill |
|  | Confidence course is inspected for damage prior to drill |
|  | Equipment used for physical activities (tires, sledges, ladders, hoses) inspected |
|  |  |
| **Drills Involving ground ladders and aerial apparatus** | |
|  | Survey of overhead obstructions and hazards completed |
|  | Ground ladders secured at top and bottom during the drill |
|  |  |
| **Drills with a fall hazard** (Bail-out, roof ventilation, Denver Drill, etc.) | |
|  | Secondary safety ropes, harnesses, and anchor points have been inspected |
|  | Safety monitors / officers briefed on criteria for fall prevention |

**Appendix C - Drills in Acquired Structure Risk Control Checklist**

|  |  |
| --- | --- |
| Administrative Preparations | |
|  | Evidence of clear title, proof of cancellation of insurance, and written permission from the owner(s) are on file. |
|  | Signed Hold Harmless Agreement is on file and reviewed by Risk Management Consultant. |
|  | A clear description of the anticipated condition of the structure at the completion of the training evolution(s) and the method of returning the property to the owner are in writing and has been acknowledged by the owner(s). |
|  | Properties and streets adjacent to the training site that could be affected by training activities have been identified and persons in charge of those properties have been informed of the date and time of the training evolution(s). Local authorities are informed in writing of activities that could affect traffic on roadways. |
|  | A written Training Plan has been prepared. All features of the training area(s) and structure are indicated on the Plan. The Plan is in accordance with relevant sections of NFPA 1403, *Standard on Live Fire Training Evolutions*. A copy of NFPA 1403 is available. |
|  | A NJ Certified Fire Service Level 2 with Drill Ground endorsement is identified as Lead Instructor. Additional Instructors are identified to maintain at least a 1:5 instructor to student ratio. |
|  | A written Communication Plan has been established to enable coordination among the Incident Commander, the Interior and Exterior Commanders, the Safety Officer, and external resources.   * Designated drill frequency, non-drill frequency, and emergency frequency * Designated Emergency Stop of Drill signal |
|  | A Safety Officer has been identified, whose duties shall be in accordance with NFPA 1403. |
|  | All tasks assigned to firefighters, student firefighters, and junior firefighters are in accordance with limitation of State laws, members’ training, and physical capabilities. |
| Building Preparations | |
|  | All hazardous structural conditions have been removed or repaired so as to not present a safety hazard during the training evolutions.  Buildings that cannot be made safe as required by NFPA 1403 shall not be used for interior training |
|  | All forms of asbestos deemed hazardous to personnel have been removed by a qualified asbestos removal contractor |
|  | Utilities have been disconnected or locked in the ‘OFF’ position. Safe state has been verified. |
|  | Extraordinary weight above training areas have been removed. |
|  | Trees, brush, and surrounding vegetation that may create a hazard have been removed. Toxic or noxious weeds, insect hives, or vermin that could present a hazard have been removed. |
|  | All hazardous conditions have been removed from the structure or neutralized in such a manner as to not present a safety hazard during training.   * Hazardous materials and storage containers have been removed * Floor openings are covered * Missing stair treads and railings repaired or replaced * Other conditions as outlined in NFPA 1403 |
|  | Exits from the building have been identified and evaluated |
| Training Day Preparations | |
|  | Areas for staging, operating, and parking of fire apparatus have been designated. If any apparatus is in-service to respond to an emergency, it is located to facilitate a prompt response. |
|  | Prior to the training evolution, a Pre-Drill Briefing has been conducted for participants where each training evolution is discussed and assignments made for crews participant in the session. |
|  | Pre-Drill Briefing includes review of Accountability System for drill |
|  | Prior to the training evolution, all participants will be required to conduct walk-through of the structure in order to have familiarity with the layout of the building and evacuation procedures. |
|  | The building’s Evacuation Plan will be explained and the evacuation signal DEMONSTRATED to all participants of the interior training evolutions. |
|  | Sufficient emergency medical services (EMS) are available on site to handle injuries. |
|  | Firefighter Rehab Policy with physiological criteria for returning firefighters to drill is in place. Provisions for rehydration are available. |

*This summary checklist may not adequately cover all the hazards associated with training in an acquired structure. NFPA 1403 should be consulted for a more comprehensive discussion of the safety requirements for conducting drills in acquired structures.*