PROBATIONARY MEMBER

ORIENTATION

MANUAL

SOP 1402 – **PROBATIONARY MEMBER ORIENTATION**

Introduction

This booklet is the basic training manual for the Dix Hills Fire Department Firefighters and Rescue Squad Members. It is designed to give you a basic understanding of the procedures and operations of the Fire Department.

The Dix Hills Fire Department is an all volunteer organization founded in 1947. There are three stations and each station houses various apparatus.

Headquarters	**115 East Deer Park Road**	**Company 2**	**499-8836**
Station 1	**590 Deer Park Avenue**	**Company 3**	**242-3130**
Station 2	**1219 Carlls Straight Path**	**Company 1**	**242-3207**

Rescue Squad Office Located At HQ – 499-8836 Ext 109

Probationary Responsibilities

Each member is placed on probation for a minimum period of one year, at the discretion of the captain. During this time, you will be expected to attend meetings, trainings, and other functions (fund drive) as set by the company officers. You will be expected to make a minimum 14 points per month. However, the more alarms you make, the more you learn about the fire/rescue service. As a probationary member, you will be on committees, which are prescribed by the captain.

With in the first eighteen month as a firefighter, you must complete the following courses':

- *Dix Hills FD Orientation Program (9* classes to ride vehicles)
- *Blood Borne Pathogens Course*
- *Suffolk County Firefighter I Certification*
- *First Aid & CPR trainings*

For rescue only probationary members must complete the following courses during the first eighteen months:

- *Dix Hills FD Rescue Squad Orientation*
- *Blood Borne Pathogens Course*
- *First Aid & CPR trainings*
- *NYS EMT-B certification*

As a member of the Dix Hills Fire Department Rescue Squad, you will be placed on a duty crew. Duty crews are assigned every night from 10pm-5am. You will be assigned a duty crew by the rescue squad officer in charge of duty crews. Additional crews are available during the day as well. This must be approved by your rescue squad officer. Crews consist of at least 3 members who are required to respond to an alarm. An Advanced Life Support provider is either on the assigned crew or is a first responder during those times.

Meetings

Meetings normally follow the schedule below. (You will be expected to make the Department and Company meetings while on fire probation and rescue meeting for rescue probation in addition to the other meetings. Other required meetings will be set by the company captain.

- 1st Wednesday (of the month)- Department @ Headquarters
- 1st Monday After The Department Meeting - Company @ respective firehouse
- 2nd Wednesday- Commissioners (open to the public)
- 3rd Wednesday- Rescue @ Headquarters
- Special Meetings:
  - Benevolent, Officers Council etc…

Trainings

Trainings and vehicle checkout are held every Sunday (except holidays) from 0830 to 1200 hours and occasionally weeknights. Checkout sheets for the ambulances can be found in a binder on each ambulance and are to be completed. Members completing a checkout must also use the sign in sheet located at the front of this binder. A seal system is in effect on the ambulances to expedite vehicle checkouts. Do not break the seals unless expiration dates need to be checked. The rescue squad uses blue seals, all other colored seals have been checked by district personnel during the work day. Please pay attention to the experienced members for further direction. Members who are unable to attend Sunday duties are required to perform a midweek checkout instead on their respective ambulance. Once this checkout is completed they should notify the district paramedic on duty as to the location, amount, and necessity of supplies needed and he/she will bring them down. The mid week checkout should be completed each Weds/Thurs. Different training programs (department, company or rescue level) are held each Sunday. First and third Sundays are rescue trainings. Second and fourth Sundays are fire trainings. All probationary members must attend every Sunday duty training. Additional trainings include Yaphank fire trainings and special company trainings. You are expected to attend every relevant (fire or rescue) training. All training dates are posted in the firehouses, on the monthly calendar and are announced on the pager test at night. As previously stated, if you are unable to attend training, it is your responsibility to contact a company officer to advise them. Currently the rescue squad maintains a continuing medical education (CME) program where an instructor comes in to perform these trainings. As an EMT, you have your option of recertifying at a refresher class or through CME.

If you cannot attend a training or meeting, it is your responsibility to contact one of the company or squad officers. However, continually missing trainings or meetings will result in some form of disciplinary action. At any time you have a request or a problem, you are expected to contact a company/squad officer before going to the Chief's Office. The *"Chain of Command"* shall be followed for all requests or problems that arise.

Chain Of Command

Company/Squad Lieutenant → Company/Squad Captain → Chief's Office → Commissioners

Chief's and Officers

The Dix Hills Fire Department had many officers. Each officer has a designated number. Each November, the membership nominates officers and in December elections take place. In January, the officers are sworn-in and they take office. Normally, an officer will hold a position for a two-year period. This is based on the membership electing that officer each year. This is the chain of command-.

Chief 2-8-30

1st Asst. Chief 2-8-31

2nd Asst. Chief 2-8-32

3rd Asst. Chief 2-8-33

Company 1	**Company 2**	**Company 3**	**Rescue Squad**
Captain 2-8-50	Captain 2-8-60	Captain 2-8-70	Captain 2-8-80
1st Lieut. 2-8-51	1st Lieut. 2-8-61	1st Lieut. 2-8-71	Co. l Lieut. 2-8-81
2nd Lieut. 2-8-52	2nd Lieut. 2-8-62	2nd Lieut. 2-8-72	Co. 2 Lieut. 2-8-82
			Co. 3 Lieut. 2-8-83

Each company has a secretary, a treasurer and a sergeant-at-arms.

Manpower

People with different levels of training staff the ambulances.

- Emergency Medical Technician-Basic – **EMT-B**
- Advanced Emergency Medical Technician - Critical Care – **EMT-CC**
- Advanced Emergency Medical Technician – Paramedic – **EMT-P**
- Fire/Driver – **CPR/FIRST AID CERTIFIED**

Vehicles

All department apparatus have different numbers just as the department officers. Each piece of apparatus has a different purpose in the department. The first two numbers, 2-8-, signify second division, eighth department. After this will be the apparatus number or officer number. Although it is sometimes necessary to move the apparatus around, they are usually placed in these houses.

Company One

- ...2-8-8..... 75’ Quint
- ...2-8-14..... Class A Pumper / Heavy Rescue / Haz-Mat
- ...2-8-11..... Mini-brush truck
- ...2-8-15..... ALS ambulance
- ...2-8-55..... Rehab Vehicle
- ...2-8-13..... Department Transport Bus
- ...2-8-ABLE Volunteer First Responder

Company Two

- ...2-8-1..... Class A Pumper
- ...2-8-9..... Class A Pumper / Heavy Rescue / Haz-Mat
- ...2-8-4..... Mini-brush truck/B.R.A.T.
- ...2-8-45..... ALS ambulance
- ...2-8-3..... Antique pumper
- ...2-8-28..... Fire Police/Transport Van

Company 3

- 2-8-2..... Class A Pumper
- 2-8-7..... Class A Pumper / Heavy Rescue / Haz-Mat
- 2-8-12..... Stump Jumper (Brush truck)
- 2-8-25..... ALS Ambulance
- 2-8-5..... ALS Ambulance
- 2-8-27..... Fire Police Van

Other vehicles

- .... 2-8-10 ..... Class A First Response Pumper (District employees)
- .... 2-8-16 ..... District Utility Van
- .... 2-8-17 ..... District pick-up truck
- .... 2-8-18 ..... District Utility Truck
- .... 2-8-Medic ... District First Response Medical Unit
- .... 2-8-21 ..... District Utility SUV
- .... 2-8-95 ..... District Mechanic

Radio Signals

All radio signals are standard throughout Suffolk County.

Signal

1 – Disaster
2- Responding to scene
3- Additional manpower requested
4- Scene under control
5- Return to base
6- Leaving unit unattended (hospital)
7- Back in unit
8- Refreshments
9- Stand-by
10 -Police
11 - Utility company (*i.e.* LILCO)
12 - Brush fire
13 - House fire
14 - Car fire
15 - Training
16 - Rescue
17 - Broken down
18 - Enroute to hospital
19 - Radio check
20 - Acknowledge another person's message
21 - At the scene
22 - Location requested
23 - Miscellaneous fire
24 - Mutual Aid
25 - All manpower may leave firehouse after a call
26 - Boat fire
27 - Plane crash
28 - Back in service
29 - Change traffic light
35 – Working Fire

Rescue Codes

Following a signal 16, another number will normally follow. This number (51-58) will tell you the type of call to which you are responding.

Signal

50- Patient dead on arrival (DOA)
51- Bleeding
52- Breathing
53- Burns
54- Poisoning
55- Heart
56- Head injury
57- Maternity
58- Fractured bone(s)
59- Routine transport

Use Of The Pager

You will receive a pager from the department. This is an expensive piece of equipment and you solely are responsible for its well being. The pager comes with a charger, which also acts as an amplifier at night so that you will be awoken for any nighttime calls. At night, 1856 hours (6:56 PM), there is a signal 19 (Look it up). This is a test as well as an announcement of the night's duty crew and any important messages. When your pager is activated, you will hear a series of beeps and tones. When this is over, you will hear the following-. *"2-8-0 Dix Hills Fire Department on the air with a signal..."* The signal will tell you the type of call or other activation (training, test, etc.). When the activation is an alarm, other information will be stated. You will hear the location, which company area, and who is to respond (fire and/or rescue).

Radios in the vehicles

In the front of the vehicles, there are two types of radios. The first is an ULTRA HIGH band radio. This is the radio used to communicate with our dispatcher, 2-8-0. The second radio is called a *LOW* band radio. This radio is used if ULTRA HIGH band is out of service or to communicate with other surrounding departments (Deer Park FD).

When using the radios, all messages must be kept as brief as possible. When contacting another person or vehicle, **their call sign comes** first and then comes your call sign. An example is: "2-8-0, 2-8-8." They will answer your call with- "Go ahead 2-8-8, this is 2-8-0" or "2-8-0 on."

Response to an Alarm

ALWAYS RESPOND TO THE NEAREST FIREHOUSE!!!!

A call-in-system is one of the most recent additions to response. You should advise the dispatch center of a cellular phone and housephone number which upon activation of alarm, you MUST call 499-0012 and enter your company (badge) number. It will then be noted on a computer screen that you are responding. This should be done day or night. When responding to an alarm, you must be aware of other members, police, Chiefs' cars, 2-8-ABLE and other motorists. All members are allowed to use a blue light when responding to an alarm. This is considered a **COURTESY** light only. You ***DO NOT*** have the right to pass people if they are not willing to move over or proceed through stop signs, red stop lights or disregard posted speed limits. You must ***OBEY ALL TRAFFIC LAWS.*** When you pull into the firehouse, **DO NOT** pull in front of the bay doors. Department vehicles will be pulling out of them. (Always speak to the company captain about the company's response patterns.)
If you are first to arrive at the firehouse, you should pull the printout from the printer and observe the call screen for information. After obtaining the information, you should put your gear on and wait for the vehicles to be pulled out. ***NEVER*** get inside any of the vehicles before they are pulled out of the bay. This is for your safety and the potential destruction of the vehicles. During every response, the officer in charge radios the dispatcher they are responding with a certain level of crew:

*1-driver only (a-alpha), 2 person crew (b-baker), 3 person crew (c-charlie), 4 person crew (d-delta), 5 person crew (e-echo crew-Full Crew Ambulance). *Observers are not included in this final tally on the radio, i.e. a 4 member crew plus and observer is still referred to as (d-delta).*

Officers will be announced. Ambulances will include any ALS providers.

Conclusion

This is a brief outline of the many procedures and items you will learn during your year on probation. Remember, please follow the chain of command when encountering a problem. The company officers are always available to assist in solving problems or "just talking about stuff'. The senior members of your company will give you guidance. The officers ask that you show the senior members and, especially, other company officers respect at all times. It will be highly favorable to assist senior members of the company when they are performing general house tasks that you could help complete. These members will teach you may things about the fire service and therefore are important sources of firematic information. *Listen and watch* as these members perform their firematic skills. You will learn and see a great deal while a part of the Dix Hills Fire Department.

Good Luck

PROBATIONARY RESCUE MEMBER CHECKOFF LIST

As a probationary rescue member you are expected to observe and perform the following skills and be proficient. Please note the date you completed each and with whom you completed the skill or orientation. The number of spots that are present are the number of times a particular orientation should take place. Repitition is a key to learning in the field of emergency medical services. These orienation events should be completed within the first 1-2 months of your membership or pending membership.

Ambulance Checkout & General Equipment Orientation (reeves, spider straps, etc):

Date: _____ w/member: _____
Date: _____ w/member: _____
Date: _____ w/member: _____
Date: _____ w/member: _____

Rescue Meeting Attendance:

Date:_____w/member:_____ Date:_____w/member:_____

Rescue Training Attendance:

Date:_____w/member:_____ Date:_____w/member:_____

Strecther Ops (removal, placement,usage) :

Date:_____w/member:_____ Date:_____w/member:_____

Stair Chair Operations

Date:_____w/member:_____ Date:_____w/member:_____

Alarm Communications (signal 2, crew status observations, radios, etc):

Date:_____w/member:_____ Date:_____w/member:_____

Post Alarm Communications (call to dispatch, numbers, PCR info, etc):

Date:_____w/member:_____ Date:_____w/member:_____
Date:_____w/member:_____

Hospital notifications & MedCom Radio Ops:

Date:_____w/member:_____ Date:_____w/member:_____
Date:_____w/member:_____

PCR Orientation (basic information completion)

Date:_____w/member:_____ Date:_____w/member:_____
Date:_____w/member:_____ Date:_____w/member:_____