PROBATIONARY MEMBER

ORIENTATION

MANUAL

SOP 1402 – PROBATIONARY MEMBER ORIENTATION

Probationary Responsibilities

Each member is placed on probation for a minimum, at the discretion of the captain, period of one year. 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 service. As a probationary member, you will be on the Culinary, House & Grounds and any other 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 Fire School* (6 classes to ride vehicles)
- *Blood Borne Pathogens Course*
- *Suffolk County Fire School* (16 classes, 5 field trainings, & one final exam)
- *First Aid & CPR trainings*

Within the first six months, you will be tested on the inventory of the engine, engine procedures, ladder procedures and county radio signals. During the second six months, you will be tested on the inventory of engine/rescue unit and heavy rescue procedures/tools. After each six-month period, you will take a written and oral test.

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*
- *NYS EMT-D certification*

As a member of the Dix Hills Fire Department Rescue Squad, you will be placed on a duty crew. One night every two weeks, you are responsible for responding on all rescue alarms from 2200 to 0500 hours. It is you responsibility to call the dispatcher before 2100 hours to confirm your obligation for the night and respond on the activated alarms. If you can not respond due to a problem or commitment, you are responsible to find coverage for your place and notify the dispatcher of such a change in the duty crew.

If you can not 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 officer before going to the Chief's Office. The *"Chain of Command"* shall be followed for all requests or problems that arise.

Meetings

Meetings normally follow the schedule below. (You will be <u>expected</u> to make the Department and Company meetings while on fire probation and rescue meeting for rescue probation. Other required meetings will be set by the company captain.)

- 1st Wednesday (of the month)- Department @ Headquarters
- 2nd Monday- Company @ respective firehouse
- 2nd Wednesday- Commissioners (open to the public)
- 3rd Wednesday- Rescue @ Headquarters

Trainings

Trainings and truck checkout are held every Sunday (except holidays) from 0830 to 1200 hours and occasionally weeknights. Different training programs (department, company or rescue level) are held each Sunday. First and third Sundays are fire trainings. Second and fourth Sundays are rescue 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.

Chief's and Officers

The Dix Hills Fire Department had many officers. Each officer has a designated number. The lower the officer's number, the higher their department rank. 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. 2-8-62	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-Defibrillation – **EMT-D**
- Emergency Medical Technician-Critical Care – **EMT-CC**
- Driver Only - **FIRST AID CERTIFIED**

Trucks

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

Company One

- …2-8-8.....Class A pumper
- …2-8-14.....Class A pumper / Heavy Rescue / Haz-Mat
- …2-8-11.....Mini-brush truck
- …2-8-15.....ALS ambulance

Company Two

- …2-8-1.....Class A pumper
- …2-8-9.....Class A pumper / Heavy Rescue / Haz-Mat
- …2-8-4.....Mini-brush truck
- …2-8-5.....ALS ambulance
- …2-8-45.....ALS ambulance
- …2-8-3.....Antique pumper

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

Other vehicles

- 2-8-27.....Fire Police van
- …. 2-8-10 ..... Mini-attack pumper (District employees)
- 2-8-ABLE ... EMS First response vehicle
- 2-8-27a..... District van
- 2-8-28..... District van
- …. 2-8-17 ..... District pick-up truck

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

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
60- Oxygen needed at the scene
61- Doctor wanted at the scene
62- Doctor wanted at the hospital
63- Clergy wanted at the scene
64- Clergy wanted at the hospital

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. This is a test as well as an announcement of the night's duty crew and any important messages. Sometimes the messages will not be announced due to the number of announcements and you will be instructed to call the Code-A-Phone. When your pager is activated, you will hear a series of beeps and trailing tones. When this is over, you will hear the following-. *"KEG 508 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 a call, 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 a 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 HIGH band is out of service or to communicate with other surrounding departments (Deer Park or Commack FD's).

When using the radios, all messages must be kept as brief as possible. When contacting another person of 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!!!!

When responding to an alarm, you must be aware of other firemen, police Chiefs' cars, 2-8-ABLE and other motorists. All firemen 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 call for information. You can use the direct phone line. After writing the information on the chalkboard, 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.

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