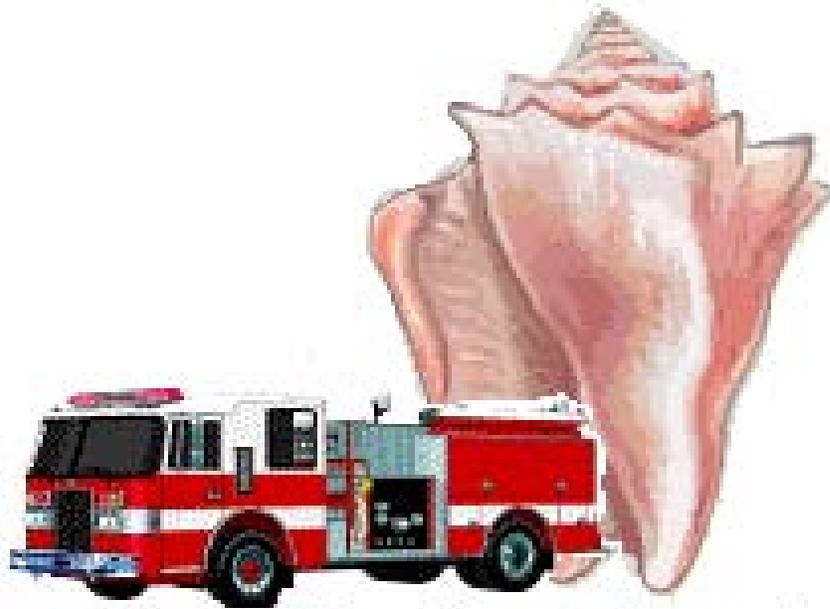


**Key West Fire Department**  
**KEY WEST HIGH SCHOOL FIRE ACADEMY**

**Rules and Regulations**

**Standard Operating Procedures**



**Key West Fire Department**

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**Key West Fire Department**  
Key West High School Fire Academy  
Standard Operating Procedures Rules and Regulations

**PREAMBLE****NAME AND SCOPE****Section A**

The name of the Training Academy shall be the Key West Fire Department (KWFD), Key West High School Fire Academy (KWHSFA), and shall be sponsored by the City of Key West Fire Department.

**Section B**

The primary meeting place shall be Fire Station # 3, 1525 Kennedy Dr. or at any other station or place approved by the State Fire Marshal Bureau of Fire Standards and Training and an Executive Officer, of the Key West Fire Department.

**Section C**

The scope of the Key West Fire Department, Key West High School Fire Academy shall be assist young adults, ages 14 – 18 years of age, to further their knowledge and understanding, through training, into as many phases of the fire service as a possible career choice; and to create a better understanding between fire department personnel and the youth of this community.

**Section D**

This document; Rules and Regulations, Standard Operating Procedures may be revised and amended as required by the active members of the Key West Fire Department, Key West High School Fire Academy. The Advisors and Executive Officers of the KWFD and KWHSFA shall approve the amendments before being adopted as the official Rules and Regulations, Standard Operating Procedures of the Post.

## Chapter 1

## MEMBERSHIP

### Section 101

#### Regulations

1. Membership shall be open to all young adults at least 14 years of age and enrolled at Key West High School. No prospective student shall be disqualified because of race, color, creed, or sex. All members must be registered as students of the Monroe County School Board and agree to, and sign the Key West High School Fire Academy's by-laws.
2. Persons applying for membership shall supply the following information to the Key West High School and Key West Fire Department:
  - Full Name
  - Home Address
  - Telephone Number, Home and Emergency
  - Brief Educational History
  - Brief Medical Form, (this is supplied by the Monroe County School Board)
    - Physicals must be completed prior to acceptance and includes an baseline urinalysis testing
    - Subsequent testing will be by random selection established by Key West High School Athletic Department polices and guidelines.
  - Special Talents / Interests Via the Applicant Information Form
3. All registrations must be completed and returned to the Key West High School registration office prior to the candidate's interview. A through review of references and background examination will be conducted.
4. The Key West High School Principal, or their designee, and the Key West Fire Department, Chief of Department, or their designee shall interview the candidate for membership.
5. All new cadets shall be on probation for a period of three (3) months. Probationary members shall attend all meetings and KWHSFA functions without fail. Only exceptions are family and school obligations or illness (subject to confirmation).
6. In the event that a Probationary Explorer does not attend a meeting and fails to provide a valid excuse, then the Probationary Cadet shall be dismissed from the Academy.
7. The Key West High School Principal, or their designee, and the Key West Fire Department's Chief of Department, or their designee reserve the right to terminate any Probationary Cadet's training without cause.
8. All cadets shall have **Parental General Release** and **Emergency Medical Release** forms signed by their parent(s) or legal guardian or by the cadet if of 18 years of age. Signature(s) must be notarized.
9. All members must be currently enrolled or attending school.
10. All members shall follow the KWFD, KWHSFA – SOP without fail.

11. No cadet shall violate the trust of the KWFD or KWHSFA. If the KWFD or KWHSFA trust is violated the. Key West High School Principal, or their designee, and the Key West Fire Department's Chief of Department, or their designee reserve the right to terminate any Probationary Cadet's training without cause.

## **Section 102**

### **Rules and Regulations**

The Standard Operating Procedures of the Key West Fire Department are used for the Key West High School Fire Academy, since we must follow all rules and regulations of the Key West Fire Department.

## **Section 103**

### **General Rules**

Members of KWHSFA are to regard themselves as representatives of the department, the Monroe County School Board, and the City of Key West and are to be governed by the highest ideals of honor and integrity. Courteous conduct is indispensable to good discipline. All members of the department and ancillary divisions are expected to act accordingly at all times, whether on or off duty, reflecting credit upon themselves as well as their department, their school, their county, and their city.

## **Section 104**

### **Promptness**

Officers and members must be prompt and energetic in discharging their duties. They shall be courageous without being reckless and shall exert their greatest energy, best ability, and judgement to their duty at all times.

## **Section 105**

### **Members' Relationships**

All officers and members shall treat and address each other in a courteous manner. They shall work together in harmony and exhibit a courteous demeanor in their relationships with each other. Neither officers nor members shall speak disrespectfully of each other.

## **Section 106**

### **Discharging Duties**

Officers and members shall be firm and fair and exact in the discharge of their duties. Acting Officers so assigned shall assume the full duties and responsibilities of the position to which they are assigned.

## **Section 107**

### **Officers' Titles**

Members of the KWHSFA must address their superior officers by their proper titles at all times.

## **Section 108**

### **Altercations**

No altercations or fisticuffs will be permitted among members, or with visitors, such conduct being a serious breach of discipline and may result in reprimand suspension, or dismissal.

**Section 109****Members Language**

NO member of the fire department shall use coarse, profane, or insolent language or show disrespectfulness to a member of the fire department or a citizen.

**Section 110****Members Conduct**

No member shall conduct himself or herself, on or off duty, in a way that will tend to bring discredit or ill repute to the fire department or any of its members as a group or as individuals.

**Section 111****Immoral and Indecent Conduct**

No member shall be party to any immoral or indecent conduct. Sexual fraternization between members, while on duty, is prohibited.

**Section 112****Sexual Harassment**

No member shall be party to any form of sexual discrimination or harassment on the basis of race, sex, religion, age, national origin, or handicap status as defined by: Title VII of the Civil Rights Act of 1964 as amended, Age Discrimination in Employment Act of 1967 as amended, Rehabilitation Act of 1973 and 1974, Chapters 760 and 83-380 of the Florida Statutes the City of Key West's Equal Opportunity Policies or any other pertinent legislature, executive, or other administrative issuance.

**Section 113****Obeying Orders**

All members of the KWHSFA shall promptly and thoroughly obey all orders received from superior officers, which are not in conflict with the law, ordinance, or Department Rules of Order or the KWHSFA's Rules and Regulations.

**Section 114****Copy of Rules and Regulations**

All members of the KWHSFA shall be furnished a copy of the Rules and Regulations Standard Operating Procedures Manual. All personnel shall read and become thoroughly familiar with them, as well as with keeping all special and general orders related to the KWFD. Members are responsible for keeping their copy of this manual up to date.

**Section 115****Internal Affairs**

No information relative to the internal affairs of the KWFD or the KWHSFA will be released without proper authorization. This includes all incidents, fires, medical calls, or other responses.

## Chapter 2

## ADMINISTRATION

### Section 200

#### Administrative Procedures

The following list of Standard Operating Procedures represents the personal conduct standards expected of members of the KWHSFA Academy. The basis for these regulations is the following:

### Section 201

#### Responsibilities

Every member of the KWHSFA is expected to operate in a highly self-disciplined manner and is responsible for regulating his/her own conduct in a positive, productive, and mature manner, to reflect positively upon the Key West High School, Key West Fire Department, City of Key West, and the, Monroe County School Board.

### Section 202

#### Member Accountability

##### ALL MEMBERS SHALL:

1. Follow the rule and regulations, standard operating procedures, and by-laws of the KWHSFA.
2. Use of their training and capabilities to protect the public and other members at all times both on and off duty.
3. Work competently in their positions to cause all programs to work effectively.
4. Always conduct themselves in a professional manner to reflect credit on the department, school, and academy.
5. Keep themselves fully informed to do and complete their assigned jobs effectively.
6. Be concerned and protective of each member's welfare.
7. Observe the concept of Unit Integrity and Trust.
8. Operate safely and use good judgement.
9. Keep themselves physically fit.
10. Observe the duties of the position.
11. Be careful of department and academy equipment and property.

## **Section 203**

### **Attendance**

1. Attendance at all classes and training sessions is mandatory.
2. Any member missing two consecutive meetings without a valid excuse shall forfeit their membership.
3. Attendance at functions is mandatory. To be excused a member may arrange the absence with his/her superior officer. Failure to comply will result in 5 demerits that will equal 1 point. The receiving of 3 points will result in the Cadet being brought before a Review Board.
4. If a member must work during a weekend function, it is the responsibility of the Cadet to notify their Lieutenant prior to the meeting or function. Failure to comply may result in 5 demerits.
  - a. Failure of the Company Officer to notify the Advisor will result in 5 demerits being assessed to the Company Officer.
5. No meeting or function shall be scheduled or begun without the Instructor being present.
  - a. Instructors will be available for counseling one half hour prior and one half hour after class sessions.
6. No misconduct will be tolerated in the fire station during or after meetings. Failure to comply will result in 5 demerits.
7. Non-attendance, tardiness, or leaving the meeting or function without informing the Instructor or Associate Instructor(s) is grounds for assigning demerits or DISMISSAL.

## **Chapter 3**

## **MEMBERS AND OFFICERS**

### **Section 300.1**

#### **Members**

1. The membership shall be composed of persons between and including the ages of fourteen- (14) and eight-teen (18). To be considered a member in good standing, a Cadet may not miss more than two (2) consecutive meetings without a valid excuse.

### **Section 300.2**

#### **Organization of Post Officers**

1. Instructors, Adult leaders, Advisors, are those eligible adults above the age of twenty-one (21) and selected by the Key West Fire Department and the Key West High School.

2. Members in the Academy shall be organized by rank. There shall be one officer per each five-(5) active cadets.

Titles of members and officers are as follows:

- a. Probationary Member (Must serve not less than 3 months)
- b. Fire fighter (Member with no rank.)
- c. Driver Engineer
- d. Lieutenant
- e. Captain
- f. Watch Commander

### **Section 300.3**

#### **Probationary Members**

1. Probationary members are those who have not completed a minimum of three (3) months of basic KWHSFA education.
2. All classes and / or sessions must be attended. Any unexcused absence is grounds for immediate dismissal without review.
3. Each probationary member is obligated to wear a probationary uniform to all classes, functions, and events.

### **Section 301:**

#### **Officer Resumes and Duties**

1. The KWHSFA officers shall consist of Driver Engineer, Lieutenant, Captain, and Watch Commander. The number of each rank position will be determined as needed by the Instructor. All Academy members, not including probationary cadets, will be eligible to submit promotional resumes for the rank of Driver Engineer.
  - A. Only Driver Engineers, not including those serving probationary periods, may submit a resume for Lieutenant.
  - B. Only Lieutenants, not including those serving probationary periods, may submit a resume for the position of Captain.
  - C. Only those Captains, not including those serving probationary periods, may submit a resume for the position of Watch Commander.
2. Each eligible member will submit his or her detailed resume to the Lead Instructor. The applicant will also be assessed upon overall performance, attendance, as well as the detailed resume. The resume will include the minimum information:
  - A. The length of membership and present rank of the applicant,
  - B. Documents or certificates of training attended,
  - C. Attendance record.
3. New officers shall serve a probationary period of not less than 6 months. During the probationary period, the Lead Instructor reserves the right to terminate the Cadet's rank without cause.
4. All rank positions will be filled as required. All resumes will be reviewed with confidentiality.

**Section 301.1:****Driver Engineer**

1. Responsible for each Engine, Ladder or Rescue Companies assigned equipment by maintaining an accurate inventory of all assigned materials.
2. Assist the Lieutenant in completing any assignment given by the Instructors, Watch Commander, or Captain.

**Section 301.2:****Lieutenant / Company Officer**

1. Keep the Captain(s) constantly updated on their company's status.
2. Collect, from their individual companies, report cards, annual registration fees, dues, grievances, and receipts.
3. Maintain an accurate account of demerits, personal absence forms and turn them into the Watch Commander as required.
4. Maintain high levels of morale and discipline in their companies, in meetings and in public.
5. Carry out any assignment given by the Instructors, Watch Commander, or Captain.

**Section 301.3:****Captain / Company Officer, With Rank**

1. Keep the Watch Commander constantly updated on the status of the Lieutenant(s) assigned to them, their training and academic progress, both regular school and KWHSFA classes.
2. Collect from the Lieutenant(s) and after review relay to the Watch Commander collected annual registrations, report cards; those failing to maintain a 2.0 grade point average, receipts, grievances, and absence forms.
3. Carry out any assignment given by the Instructors, or Watch Commander.

**Section 301.4:****Watch Commander / Company Officer With Rank**

1. Keep the Instructors constantly updated on the status of the Captain(s), Lieutenant(s), and Companies assigned to them, their training and academic progress, both regular school and Post classes.
2. Collect from the Captain(s) and after review relay to the Instructor collected annual registrations, report cards, those failing to maintain a 2.0 grade point average, receipts, grievances, and absence forms.
3. When a Cadet has accumulated demerits, sufficient for action, they will relay that information to the Instructor for further review.
4. Carry out any assignment given by the Lead Instructor.

**Section 301.5:**

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**Section 301.6:****Advisors**

1. Lead Instructor: shall be an employee of the Key West Fire Department and appointed by the Chief of the Department.
  - A. Responsible for carrying out a well-rounded program.
2. Instructor: shall be appointed by the Lead Instructor to assist on program activities.
3. Special / Adjunct Instructor: shall be appointed to lead specific program activities or as otherwise directed by the Lead Instructor

**Section 301.7:****Key West High School Academy Committee**

The KWHSFA Committee is comprised of the Key West Fire Department Chief, Lead Instructor, Key West High School Principal, Monroe County School Board Superintendent, and Monroe County Fire and Rescue Services Chief of Department.

Their responsibilities are as follows:

1. Chair: conducts quarterly meetings and assists in coordinating KWHSFA activities.
2. Members: assist with Academy activities.
3. Consultants: interact with the Academy by providing technical expertise, special skills, equipment, facilities, or community contacts related to the post program. They may be a "one-time" participant, (engineer or architect.)

**Section 302:****General Officer Duties**

1. They shall be responsible for the conduct and efficiency of the members of their command and supervision.
2. They shall apportion duties among the members and equalize the assignment as fairly as possible.
3. They shall analyze situations correctly, quickly, and adopt an effective course of action.
4. They shall plan, assign, and supervise the work of their subordinates.
5. They shall see that all visitors to classes / training sessions, events, and functions are treated respectfully.
6. They shall maintain discipline and morale. They may exclude or dismiss a Cadet who is disorderly.
7. They shall perform the related work required at meetings, events, or functions.
8. They shall be in charge of training cadets and to make sure that all cadets are on the same level.
9. They shall be in charge of the physical training and health improvement of all cadets.



4. Uniforms will not be worn earlier than one hour before or after classes / training or functions, or at any other time unless allowed by an Instructor. Any cadet lending or using their uniform when not authorized will be dismissed from the Academy. If a portion of the cadet's uniform has to be replaced, the cadet must complete a Request for Replacement of Lost or Damaged Equipment and send the completed form through the chain of command.
5. A spare uniform is to be brought to the station when on the ride-a-long program.

**Section 403:**  
Dress Code

**Section 403.1:**

Class "A" Uniform

Short or long sleeve gray shirt with KWFD insignia, navy blue dress pants, black shoes, black belt, ball cap and black socks.

1. Worn when attending special events.

**Section 403.2:**

Class "B" Uniform

KWHSFA Fire Cadet white T-shirt, navy blue cotton pants, black shoes, black belt, white socks.

1. Worn at class / training sessions and when called for at special events.
  - a. Light gray polo / golf shirt, with KWFD / Fire Cadet Insignia, eligible cadets will have completed Fire Fighter I. to be worn during classroom sessions.

**Section 403.3:**

Class "C" Uniform

Dark blue gym shorts, KWHSFA Fire Cadet white T-shirt, white or gray socks, black or white sneakers.

1. Worn at special events and during physical training.

**Section 404                    PROBATIONARY EXPLORERS DRESS CODE**

**Section 404.1:**

Class "B" Uniform

Red probationary T-shirt, navy blue or black pants, black shoes, black belt, black socks.

1. To be worn at Post functions and weekly meetings

**Section 404.2:**

Class "C" Uniform

Dark blue gym shorts, red probationary T-shirt, white or gray socks, white or black sneakers.

1. To be worn at special events and during physical training.

## **Section 405\*: UINIFORM DECORATIONS**

The following are awards and decorations which the cadet may earn and the uniform decorations which they receive for the award. These decorations are to be worn only on the Class "A" uniform

- |                                     |                                       |
|-------------------------------------|---------------------------------------|
| 1. Completion of probation:         | Blue Ribbon / Certificate             |
| 2. Completion of Level II Training: | White Ribbon / Certificate            |
| 3. Medical and Fire Training:       | Badge                                 |
| 4. 150 hour Volunteer Academy:      | Red and White Ribbon / Certificate    |
| 5. State Fire Certificate:          | Red Epauettes / Certificate           |
| 6. 200 Community Service:           | Blue and Yellow Ribbon / Certificate  |
| 7. Perfect 1 Year Attendance:       | Yellow and White Ribbon / Certificate |
| 8. Obtaining A Position of Rank:    | Green Ribbon                          |

## **Chapter 5 REGISTRATION**

### **Section 500: Registration**

1. Registration shall be according to KWHSFA regulations.
  - General Application
    - Parental General Release
    - Emergency Medical Release
    - Physician's examination; Fit for Service
    - All applications and releases; signed by parent and legal guardian with notary signature.
2. All candidate applications and cadet registrations must remain current.
  - All releases are to be resigned annually
  - All cadets must maintain a minimum GPA of 2.0.
3. Failure to maintain Section 500 regulations and polices provides ground for disciplinary action in accordance with Section 8 Review Board and Rules of Conduct.

## **Chapter 6 CLASSES AND RULES OF ORDER**

### **Section 600: Meetings**

1. Regular meetings will be held during regular school hours at times scheduled by staff of the Key West High School.
2. Officer's meetings shall be the close of each week, during class clean up.

3. Training activities, field trips, and other functions will not be scheduled without prior approval of the Lead Instructor. Each event will be advertised at least 2 weeks in advance of the activity.
4. All cadets will submit a permission slip signed, by their parents or legal guardian, and notarized the last scheduled meeting prior to the scheduled departure of the Academy.

**Section 601:**  
**Misconduct**

1. . Anyone asked to refrain from misconduct twice will be removed from the meeting and will receive 5 demerits.
2. Late is defined as reporting to classes and / or functions 5 minutes or more after the scheduled time. On time is arrival at the meeting site 5 - 10 minutes prior to the beginning of any regularly or specially scheduled classes / training sessions.
3. A cadet reporting to a meeting and/or function after the regularly scheduled starting time will receive 2 demerits for being late and possibly 3 demerits for violation of the rules and regulations.
4. Corrective discipline for receiving 5 demerits or more within a consecutive 12 month period shall be as follows:
  - a. Each 5 demerits will equal 1 point.
  - b. 1 point Documented verbal reprimand
  - c. 2 points Written reprimand
  - d. 3 points Explorer presented to Review Board, placed on probation and loss of rank.
  - e. 4 points TERMINATION
5. Discipline will normally be imposed according to the schedule. If the cadet is able to demonstrate some compelling reason for the demerits, the Lead Instructor may elect and has the right to withhold or modify the disciplinary action with a given reason.
6. A cadet not reporting to a function, drill, or class without his / her entire equipment and proper uniform shall receive 1 demerit and possibly additional demerits for other rules and regulation infractions, per the demerit system

## Chapter 7

## DEMERIT SYSTEM

### Section 700: Demerit System

1. This program incorporates a demerit system. Five (5) demerits equal one (1) point. In the event a cadet receives three (3) points within a consecutive twelve- (12) month period, that Cadet will be summoned before the Review Board. This Board is comprised of the Lead Instructor, Watch Commander. If the Watch Commander is being reviewed the next highest-ranking Captain shall sit in their place.
2. Demerits are received for violations/infractions of rules and regulations, improper conduct, or failure to complete assignments. Unity integrity and absolute trust is a vital part of any close knit organization. If this trust is violated the Cadet can and will be terminated from the Academy.
3. The Lead Instructor may remove any demerits on the anniversary of the assessment upon review. Refer to Chapter 8 for Purpose of Review Board.

### Section 701: Infractions

<u>INFRACTIONS</u>	<u>DEMERITS</u>
Uniform	1
Use of foul / offensive language	2
Failure to complete assignment Or class work.	1
Violation of Rules, Regulations Safety Standards, etc.	3
Late to Roll Call, Formation, or Assignment	2
Disrespect to Rank, Academy Members Visitors, Fire Department Personnel	5
Lack of Attendance	5

### **USE OF TOBACCO OR TOBACCO PRODUCTS WILL BE GROUNDS FOR IMMEDIATE DISMISSAL.**

(Due to required affidavit by the State of Florida)

The demerit system is utilized for disciplinary action; however this does not exclude administration from imposing major disciplinary action or dismissal when appropriate.

## Chapter 8

## REVIEW BOARD AND RULES OF CONDUCT

### Section 800:

#### Purpose

1. A Review Board shall be convened if any member is in violation of the Rules and Regulations. Or if requested by the Lead Instructor, KWFD Officers, KWHS Administration, or members of the Committee.

### Section 801:

#### Composition of Review Board

1. The Review Board shall consist of the Lead Instructor and one KWFD officer, one KWHS administrator, and one Post officer with rank presiding.
2. Request for convening the Review Board will be by written request.
3. Requests made by the active members require a 2/3-majority vote of the active Academy membership.

### Section 802:

#### Administrative Authority

1. The Review Board shall have the power to suspend or terminate a member for the following reasons after the accused member has been given the opportunity to defend themselves before the Review Board.

### Section 802.1

This Section Intentionally Left Blank

### Section 803:

#### Administrative Charges

1. Automatic Dismissal Offences
  - A. Use of narcotics at any time.
  - B. Use of alcoholic beverages at any time.  
(A, B, or G would result in a definite dismissal from the Academy)
  - C. Any misconduct in the public, which may discredit or embarrass the City of Key West, Key West Fire Department, Key West High School, Monroe County School Board and/or the Academy.
  - D. Any misconduct to any Academy adult leader and/or executive member, the Key West Fire Department as they pertain to the Academy.
  - E. Failure to abide by the Academy's rules and regulations.
  - F. Engaging in any sexual activity while on duty.

- G. Stealing.
- H. Violation of the rules of the City of Key West, Key West Fire Department, or Key West High School, Key West High School Fire Academy.
- I. Bringing weapons to the station or public activities.
- J. Being in the fire station when not attending a class or function or without the approval of the Lead Instructor, Station Captain, or Shift Commander.
- K. Making or receiving phone calls. Dispatch or station personnel will not take messages.
  - 1. Unit integrity and trust of the fellow members is to be practiced at all times. If the trust is violated, the individual(s) shall be terminated from the Academy.
  - 2. When working with the Fire Department or at an Academy function, all members shall abide by any and all rules and regulations and / or directives established by any member of the Fire Department.
  - 3. All Fire Department personnel shall be addressed by rank. Failure to comply will result in 5 demerits. And an appearance before the Review Board.
  - 4. **No Cadet is to leave any function alone.** He / she is not permitted to leave unless they have notified the designated individual in charge. When notifying the individual, he / she must also include where they are going, why, and when they expect to return, This is to provide for the safety of all individuals as well as to assure that the individual can be located if necessary. Failure to comply will result in assessing 5 demerits.
  - 5. All members must have a General Release form signed and on file before participating in any function.
  - 6. All cadets are expected to have completed Community First Aid and Adult CPR within twelve (12) months of completing probation, or they will be removed from the Academy.

## Chapter 9

## TRAINING

### Section 900: Purpose

Each cadet is to keep a notebook. In the notebook, will be copies of the KWHSFA's Rules and Regulations and their levels of achievement. There are three levels of achievement. For an cadet to participate in the ride-a-long program, they must have successfully completed at least Levels II and III.

### Section 901 Level I

- 1. Completion of all entry level paperwork.
  - A. A notarized emergency information form on file.

- B. Understand universal precautions.
  - C. Demonstrate the proper procedures against universal contamination of blood borne pathogens.
  - D. Signed the Parental Permission Form, possible graphic material, or adult situations, (possible exposure during a response at incidents).
2. Review of Key West High School Fire Academy Rules and Regulations, Explorer Chain of Command, Start 200 hour Community Service Program, and start Physical Fitness Training Program.
  3. Demonstrate an understanding of the Key West Fire Department's chain of command.
  4. Demonstrate knowledge of the City of Key West, by properly identifying all of the department's stations and bureaus. This map is to be kept in the Explorer's notebook.
  5. Identify all standard fire department equipment and it's location on the fire apparatus.
  6. Gain a working knowledge of the department's communication procedures. A copy of the proper codes and signals will be kept in the Explorers notebook.

## **Section 902**

### **Level II**

1. Completion of Community First Aid (Red Cross)
2. Demonstrate the ability to properly count respiration, pulse; using radial and carotid pressure points. Take a blood pressure with a stethoscope and by palpation.
3. Properly set up an oxygen bottle and set flow. Set up nasal cannula and non-rebreather mask.
4. Pass the Red Cross adult CPR course.
5. Properly identify the parts, operation, and proper cleaning of the suction unit.
6. Have a working knowledge of a "C" collar and how to use them.
7. Have a working knowledge of the fire department backboards and how to use them.

## **Section 903**

### **Level III**

After successful completion of the Explorer Fire Academy, Explorers will have completed Level III training. With this completion and becoming eighteen (18) years of age, the cadet is eligible to apply to the Bureau of Fire Standards and Training for certification as a Minimum Standards Certified Fire Fighter.

## Chapter 10 THE RIDE- A-LONG PROGRAM

### Section 1000:

#### Purpose

1. The Ride-A-Long program gives cadets an opportunity to ride along with working firefighters on fire rescue apparatus cadets respond with the emergency responders to actual emergency calls. They do not just observe they get involved.
2. With few limitations, cadets are right there with the firefighters and other emergency personnel.
3. Cadets can do almost anything, except enter a burning building. Some cadets are able to ride-a-long and assist in the Fire Prevention Bureau helping fire inspectors with their inspections.
4. Riding status is a privilege granted to qualified members who are in good standing, and who have met all the procedures and requirements stated in this chapter.

### Section 1001:

#### Riding Procedures

1. Only after having completed all orientation and medical training shall the cadet have the privilege of riding with apparatus.
2. Assignment(s) for riding will be issued by the Deputy Chief (D.C.) or Operations Commander (O.C.).
  - A. Cadets shall ride not more than 14 hours and a minimum of 2 hours per shift. To exceed this time stipulation prior approval must be obtained from the Lead Instructor and the D.C. or O.C. 48 hours in advance of the request.
    1. Cadets may not ride past 21:00 hours (9:00PM).
  - B. Cadets must ride no less than 6 hours per month or face dismissal from the Academy.
  - C. No cadet will be permitted to ride, as an cadet, if he/she is not on the current ride schedule.
  - D. Cadets not on the current ride schedule, may request ride time through the Lead Instructor, that request may only be granted if all copies of the ride schedule can be modified. Final approval to be granted by the D.C. or O.C.
3. Cadets shall not interfere with the duties of any firefighter, nor shall they act in any capacity of a fire official or present themselves as such.
 

Failure to comply may be considered as Automatic Dismissal Offence.

  - A. Members may if the need arises, assist a firefighter or other fire department personnel in a non-hazardous situation, provided the cadet has been assigned the task, and has received the adequate training.

5. While riding all cadets will remain in the designated station areas.
6. No cadet will be permitted in any sleeping areas, unless to complete rookie duties.
7. Cadets not maintaining a 2.0 grade point average or failing in any subject will not be placed on the ride schedule.
8. Cadets will only ride at a station where an Advisor is assigned.
9. If for any reason the Cadet cannot meet the scheduled ride time he/she must notify the Lead Instructor not less than 4 hours prior to the beginning of the shift.
10. Whenever contact to an Explorer or Advisor is necessary, Station 1 is to be called.  
Notification of any information is to be to the Station Captain, Watch Commander, or Advisor.
11. Failure to log 6 or more hours per month will result in the assessment of 5 demerits.

### **Section 1002**

#### **Arrival for Riding Assignment**

1. Notify Captain or Watch Commander at Station 1.
2. Arrive 5 – 10 minutes early.
3. Contact the Station Captain of your arrival.
4. Stow all gear on apparatus, in assigned location, inspect SCBA.
5. Meet with station firefighters and complete rookie duties.
6. Assist Engine or Ladder Company Driver Engineer with inventory of apparatus equipment and apparatus inspection.
7. Explorers are not permitted to remain in the Day Room. Stay Busy!
  - A. Study
  - B. Complete required drills
  - C. Clean equipment or station
  - D. Ask station captain for assignments

### **Section 1003**

#### **Rookie Duties**

AM:

1. Thoroughly check status of assigned SCBA and spare bottles.
  - A. Add accountability tag to passport.
2. Assist Engine or Ladder Company Driver Engineer with inventory of apparatus equipment and apparatus inspection.
3. Begin station duties;
  - A. Bathroom Clean-up

1. Toilet bowls / urinals
  2. Sinks / counter tops
  3. All trash receptacles emptied and trash removed
  4. Shower stalls cleaned and disinfected
  5. Floors swept and wet moped, with disinfectant
- B. Sleeping Rooms
1. All trash receptacles emptied and trash removed
  2. Floors swept and moped
- C. Kitchen Clean-up
1. All dishes washed and put away
  2. All trash receptacles emptied and trash removed
  3. Floors swept and wet moped
- D. Day Room Clean-up
1. All trash receptacles emptied and trash removed
  2. Magazines or newspapers straightened / general cleanliness
  3. Floors swept and wet moped
- E. Dispatch Room
1. Answer phones; Key West Fire Department Station #, Explorer name, relay message to appropriate personnel.
- PM:
1. Remove and properly fold flag(s).
  2. Assist with dinner
    - A. Set tables
    - B. Clean tables
    - C. Clean and put away dishes
  3. Sweep and wet mop Day Room and Kitchen
  4. All trash receptacles emptied and trash removed

## **Section 1004**

### **General Duties**

The following responsibilities may occur as you run calls:

- 1. No Cadet is to dismount from the apparatus until ordered by the Engine or Ladder Company Captain.**
- 2. Cadets are not permitted to enter a burning structure.**

**NO EXCEPTIONS!**

3. Medical Calls: be the first to grab the airway bag, the BLS bag, and “C” collars.
4. Be prepared to back up the apparatus.
  - A. Stand to the left rear side of the apparatus.
  - B. Use a back up wand during all night operations.
5. When backing apparatus into engine room, prepare bucket for washing / wiping down apparatus and tires.
  - A. Brushes / towels
  - B. Chamois
6. Clean and wipe down Watch Commander’s vehicle.
7. Failure to comply with numbers 1 and 2 of this section is grounds for dismissal.

**APPENDIX**

**Section 405\*: UINIFORM DECORATIONS**

The following are awards and decorations which the Explorer can earn and the uniform decorations which they receive for the award. These decorations are to be worn only on the Class “A” uniform

- |                                     |                                       |
|-------------------------------------|---------------------------------------|
| 1. Completion of probation:         | Blue Ribbon / Certificate             |
| 2. Completion of Level II Training: | White Ribbon                          |
| 3. Medical and Fire Training:       | Badge                                 |
| 4. 160 hour Volunteer Academy:      | Blue and White / Certificate          |
| 5. Dive Rescue Training             | Red and White Ribbon / Certificate    |
| 6. State Fire Certificate:          | Red Epauettes / Certificate           |
| 7. 200 Community Service:           | Blue and Yellow Ribbon / Certificate  |
| 8. Perfect 1 Year Attendance:       | Yellow and White Ribbon / Certificate |
| 9. Obtaining A Position of Rank:    | Green Ribbon                          |

Blue Ribbon	White Ribbon	Green Ribbon
Yellow / White Ribbon	Red / White Ribbon	Blue / White Ribbon

**Key West Fire Department  
Key West High School Fire Academy**

I have read and understand the Key West Fire Department Key West High School Fire Academy Rules and Regulations Standard Operating Procedures. I agree to comply with these Rules and Regulations Standard Operating Procedures. I agree to faithfully maintain this copy of the Rules and Regulations Standard Operating Procedures as noted in Chapter 1 Section 114.

\_\_\_\_\_  
Name of Candidate (Print or Type)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Witness

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Date

**Key West Fire Department  
Key West High School Fire Academy**

**INTERVIEW**

**Purpose for Application:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Candidate Expectations From Academy:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Expectations of Candidate From Academy:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Cadet**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**KWFD Representative**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**KWHS Representative**

\_\_\_\_\_  
**Date**