



## Lacombe Fire Department Standard Operating Guidelines

---

### Section 4 – Training

#### **Policy Statement:**

Lacombe Fire Department recognizes the need for effective use of training opportunities and resources

#### **Contents:**

400 Not Allocated

401 Training Programs

401.01 Not Allocated

401.02 Training Program

401.03 Recruit Orientation Training



## Lacombe Fire Department Standard Operating Guidelines

### SOG 401.2 – Training Program

---

#### **1. Scope**

1.1 This guideline outlines minimum subject content, skill/knowledge levels and frequency of general maintenance or refresher training considered necessary for fire fighters in Lacombe Fire Department.

1.2 This SOG should be read in conjunction with Policy 400.1, *Training Responsibilities*

1.3 This SOG does not apply to fire etc. or equivalent courses.

#### **2. Purpose**

2.1 The aim of LFD's training program is to attain and maintain a professional standard of efficiency and to provide an environment promoting the development of individual skills and knowledge.

#### **3. Training Subjects**

3.1 Training subjects and frequency are listed at the end of this SOG.

3.2 Certain subjects have been identified as requiring more frequent training because of their complexity and the skill level necessary to carry out the task during emergencies.

3.3 The primary reference sources (not in order of precedence) should be:

- a. Lacombe Fire Department Policy Manual;
- b. Lacombe Fire Department Standard Operating Guidelines;
- c. Lacombe Fire Department Pre-fire Plans;
- d. IFSTA publications; and
- e. National Fire Prevention Association standards.

3.4 Secondary sources are other fire fighting publications applicable to the subject.

## **4. Training Standard**

4.1 The standard to which training is carried out will vary according to the rank level of the members receiving it:

- a. Basic is normally at the probationary level or lower levels of fire fighting. The member is shown what the equipment is or the procedure is explained. He is not required to do anything more;
- b. Skilled, is normally at the experienced fire fighter level. He is skilled in the operation of equipment and has good knowledge of procedures; and
- c. Comprehensive, is normally at the officer level. He has comprehensive knowledge and skills regarding procedures and equipment.

## **5. Scheduling**

5.1 Scheduling should be carried out so that the trainers have sufficient preparation time. On occasion, unforeseen opportunities for training will present themselves and should be taken advantage of if conditions permit.

5.2 Some subjects, such as ladder and hose testing should be scheduled to coincide with the fire department's work load. This enables personnel to gain maximum benefit from the theory training by means of the practical application of it.

## **6. Lesson Plans**

6.1 Personnel scheduled to give training sessions should prepare lesson plans to ensure all points are covered. Current reference sources should be utilized. The Training Department should whenever possible, review lesson plans prior to presentation.

6.2 Lesson plans should be saved so they may be used in the future.

## **7. Record Keeping**

7.1 All training is to be recorded in the FirePro Training Module.



## Lacombe Fire Department Standard Operating Guidelines

### SOG 401.2 – Training Program – Monthly Training Subjects

---

#### **1. Monthly Training Subjects**

1.1 Training in the following subjects should be primarily practical in nature.

1.2 Subjects should include, but are not limited to:

- a. Structural Fire Fighting;
- b. Wildland Fire Fighting;
- c. Area Familiarization;
- d. Hazardous Materials
- e. Portable Rescue Equipment;
- f. SCBA; and
- g. Safety

#### **2. Teaching Points**

2.1 Teaching points should include, but are not limited to the following:

- a. Structural Fire Fighting:
  - (1) hose lays,
  - (2) relay pumping,
  - (3) tanker operations
  - (4) using ladders,
  - (5) pump operations,
  - (6) using ropes

(7) building familiarization,

(8) Pre-fire Plans, and

(9) rescue procedures;

b. Area Familiarization:

(1) building locations,

(2) street, range and township roads

(3) hydrant locations, and

(4) map use including legal land descriptions;

c. Portable Rescue Equipment:

**Note:** May be combined with Structural or Auto Extrication monthly training

(1) rotary saw,

(3) chain saw, and

(4) reciprocating saw, and

(5) generators and lighting units;

f. Breathing Apparatus:

**Note:** 1. May be combined with other types of monthly training  
2. SCBA should be worn by each LFD member for a minimum of at least ten minutes per month

(1) donning drills,

(2) emergency action drills, and

(3) replacing air cylinders;

h. Safety (may be combined with other types of monthly training):

- (1) WHMIS, and
- (2) 5 minute safety talk.



## Lacombe Fire Department Standard Operating Guidelines

### SOG 401.2 – Training Program – Quarterly Training Subjects

---

#### 1. Quarterly Training Subjects

1.1 Training in these subjects should be approximately 50% theory and 50% practical.

#### 2. Subjects

2.1 Subjects should include, but are not limited to the following:

- a. Wildland Fire Fighting;
- b. rope practices;
- c. rescue practices;
- d. auto extrication;
- e. hazardous materials;
- f. Fire Department SOGs.

#### 3. Teaching Points

3.1 Teaching points should include, but are not limited to the following:

- a. Wildland Fire Fighting:
  - (1) terminology,
  - (2) use of tools and equipment, and
  - (3) strategy and tactics;
- b. Rope Practices:
  - (1) types and compositions of ropes, and
  - (2) tying knots and hitches including:
    - (a) Bowline/Double Bowline/Triple Bowline/On A Bight
    - (b) Clove Hitch and Alternate Clove Hitch,

- (c) Overhand Safety Knot,
- (d) Figure 8,
- (e) Figure 8 Follow Through Loop,
- (f) Figure 8 on a Bight,
- (g) Double-loop Figure of 8
- (h) Becket/Sheet Bend,
- (i) Double Becket/Sheet Bend,
- (j) Traced Figure 8,
- (k) Reef/Square Knot, and
- (l) combinations for raising equipment;

c. Fire Service Rescue Practices:

- (1) knowledge of:
  - (a) mental and emotional crisis associated with rescue, and
  - (b) tools and equipment that may be used for rescue,
- (2) rescue situations,
- (3) search guidelines,
- (4) rescue in situations involving elevation difference,
- (5) water and ice rescue, and
- (6) using power rescue tools during rescue operations;

d. Auto Extrication:

- (1) knowledge of:
  - (a) power rescue tools,
  - (b) accessory and hand equipment,
  - (c) vehicle design and construction,
  - (d) extrication techniques, and
  - (e) safety precautions,
- (2) situation size up, and
- (3) removing casualties from vehicles;

e. Hazardous Materials:

- (1) classes of dangerous goods,
- (2) characteristics of dangerous goods,
- (3) effects of fire upon dangerous goods,
- (4) marking of dangerous goods,
- (5) hazardous materials emergency command and control procedures,
- (6) hazardous materials emergency safety procedures,
- (7) hazardous materials response strategies and tactics, and
- (8) decontamination procedures;

f. Fire Department Publications:

- (1) Review LFD Policy Manual, and
- (2) review LFD SOGs.



## Lacombe Fire Department Standard Operating Guidelines

### SOG 401.2 – Training Program – Semi-Annual Training Subjects

---

#### **1. Semi-Annual Training Subjects**

1.1 Training in these subjects should be primarily theoretical and the principles learned applied to monthly training subjects.

#### **2. Subjects**

2.2 Subjects should include, but are not limited to the following:

- a. dispatch procedures;
- b. structural fire fighting principles and practices;
- c. aircraft rescue and fire fighting principles and practices; and
- d. Dangerous Goods Awareness.

#### **3. Teaching Points**

3.1 Teaching Points should include, but are not limited to the following:

- a. Dispatch Procedures:
  - (1) actioning fire emergency messages,
  - (2) using radio system to pass emergency response information to on-call crew,
  - (4) recording pertinent information, and
  - (5) using North American Emergency Response Guide;
- b. Structural Fire Fighting Principles and Practices:
  - (1) sizing up fire ground situation,
  - (2) strategy and tactics,

- (3) exercising tactical command on the fire ground,
- (4) performing fire ground operations, and
- (6) pre-emergency planning;

c. Dangerous Goods Awareness:

- (1) determine action to be taken for dangerous materials identified by United Nations Product Identification Numbers (PIN), and
- (2) determine action to be taken for dangerous materials identified by chemical name.



## Lacombe Fire Department Standard Operating Guidelines

### SOG 401.2 – Training Program – Annual Training Subjects

---

#### **1. Annual Training Subjects**

1.1 Training should be primarily theoretical and the principles learned applied to monthly training subjects.

#### **2. Subjects**

2.1 Subjects should include, but are not limited to the following:

- a. Chemistry of Fire;
- b. Fire Fighter Occupational Safety;
- c. Portable Extinguisher Practices;
- d. Fire Stream Practices;
- e. Ground Ladder Practices;
- f. Fire Apparatus Practices;
- g. Water Supplies for Fire Department Operations;
- h. Self-Contained Breathing Apparatus;
- i. Forcible Entry Practices;
- j. Ventilation Practices;
- k. Salvage and Overhaul Practices;
- l. Wildland Fires;
- m. Radio Practices;
- n. Fire Investigation;
- o. Maintain and Test Ground Ladders;
- p. Maintain Fire Hose Accessory Equipment; and
- q. Fire Fighting Vehicles, Inspections and Tests.



## Lacombe Fire Department Standard Operating Guidelines

---

### SOG 401.3 – Recruit Orientation Training Program

#### **1. Scope**

1.1 This guideline shall apply to all new recruits and probationary fire fighters at Lacombe Fire Department.

#### **2. Purpose**

2.1 To ensure that LFD recruits and probationary fire fighters receive the initial training necessary to be safe in the fire hall and the fireground.

#### **3. General**

3.1 New recruits and probationary fire fighters at LFD should complete an orientation program. The member shall attend and participate in:

- a. structural fire fighting practical training;
- b. class room lectures; and
- c. home study assignments.

#### **4. Program Content**

4.1 The following subjects should be included but are not limited to:

- a. Fire Department Organization; chain of command, size and scope of organization, policies, standard operating guidelines, work rules and regulations, terminology, radio and communication procedures, history and coverage areas;
- b. Ladders; safety, terminology, components, correct use, climbing procedures, ladder carries and raises;
- c. Chemistry of Fire; use of water, exposure protection, types of fire, dangers of smoke and other toxic gases, heat transfer principles;
- d. Hand Tools; identification of hand tools, location of hand tools, maintenance, ropes and knots and portable fire extinguishers;
- e. Salvage; theory, methods, tools, care, maintenance and use of salvage tarps;

- f. Breathing Apparatus; visual inspections, correct use, basic maintenance, nomenclature, proper wearing and introduction to smoke filled environment;
- g. Hose Handling; identification of hose, nomenclature, inspection and safety, hose carries, rolls and folds and handling charged lines;
- h. Hose Appliances; types of nozzles, use of nozzles, master streams, wyes, siamese, reducers, male and female couplings and correct use of hydrants; and
- i. Ventilation; theory, safety in ventilation procedures, techniques, basic building construction and use of tools in ventilation.

## **5. Evaluation**

5.1 Monthly status reports on progress of individual recruits shall be completed by the Training Coordinator and forwarded to the District Chief.

5.2 To complete their probationary period, members shall complete the following:

- a. if possible, attend all training nights;
- b. successfully complete written and task performance examinations; and
- c. complete 6 months service with LFD.



Lacombe Fire Department

Policy 401.3 – Recruit Orientation Training Checklist

Probationary Fire Fighter \_\_\_\_\_

Tasks	Knows Task	Performs Task	Performs Proficiently
1. Identify and locate forcible entry tools on apparatus			
2. Ventilate using exhaust fan			
3. Ventilation breaking window or door glass			
4. Ventilate using water fog			
5. Tie hoisting knots: Bowline, Clove Hitch, Half Hitch			
6. Tie rescue knots: Quick Release Bowline, Overhand Safety Knot			
7. Hoist tools: axe, pike pole, fire extinguisher, roof ladder, saw			
8. Ladder Carries: one person up to 24' extension ladder: Choose one Arms Length Carry Shoulder Carry High Shoulder Carry Two person up to 35' extension ladder: Choose one Arms Length Carry Shoulder Carry High Shoulder Carry			
9. Ladder Raises: One person up to 24' extension ladder: Choose one High Shoulder Raise Shoulder Raise Two person up to 35' extension ladder: Choose one Beam Raise Flat Raise			
10. Climb ladder to second floor			
11. Climb ladder while carrying tool			
12. Salvage Cover Throws			
13. Salvage Cover Folds			
14. Removal of water with squeegee			
15. Use SCBA			
16. Inspection and care of SCBA			
17. SCBA emergency procedures			
18. Identify hose			
19. Identification of hose appliances			
20. Advance dry hoseline into a structure			
21. Advance dry hoseline up a stairway			
22. Hose Roll – One Person Donut Roll Double Donut Roll Straight Roll			
23. Advance Hoselines (evolutions) Shoulder Carry (dry) Charged Lines 38 mm and 65 mm			
24. Secure charged and uncharged hoselines			
25. Locate policies and SOGs			