

Upton Fire Explorers
Post 36

Handbook

Standard Operating Procedures
By-Laws & Regulations



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Chapter 1 General Information

1.1 Explorer Post Mission Statement

1.2 Amendments

The following Post By-Laws and Standard Operating Procedures can only be amended in one of two ways. An amendment may be created by the Chief of the department along with the Explorer Post Coordinators, or by a two-thirds vote from Explorer Post members. For a two-thirds vote, all active post members will be notified of the changes within two weeks prior to the amendment going to a vote. If the Explorer Post members pass an amendment, the amendment must then be approved by the Post Coordinators and the Chief. If for any reason the Post Coordinators and Chief feel the amendment is unsuitable for the Explorer Post, they have the ability to veto the amendment. The Chief and Post Coordinator can create amendments that they feel is for the good of the explorer post. Any amendment created by the Chief and Post Coordinator shall not be removed or superseded by a two-thirds vote by post members. Only the Chief and Post Coordinators can remove or change an amendment.

1.3 Confidentiality

With Explorer Post members responding to incidents with both the Fire and EMS Department, members of the post may be subjected to sensitive, private, and legal information regarding a past call or victims involved. Information may be overheard at the call, at training, or at headquarters. **No matter how minor the call may seem or worthless the information may be, the person or persons involved in that incident may not want that information given to the public. We never discuss what has happened or what we have done on any form of social media.** Post Advisors and Explorer members should never give out any information to anyone outside of the department regarding a call or people involved in that call. **Giving information to your family members, friends, teachers, classmates, etc is viewed as a breach of patient or property owner's confidentiality and could result in legal actions.** This is private information and should be treated as such. Giving information to the public will also result in disciplinary actions within the post and could result in possible suspension from responding to future calls. If for some reason an Explorer is pressured into giving information about a call and those involved, ether at the call or afterwards, you should refer that person to the Incident Commander, Fire Chief, Police Officer, or to one of the Post Advisors.

Chapter 2 Post Requirements

2.1 Post Age Requirements

To become a member of the Explorer Post, you must be between the ages of 14 to 20 years old. Once a member is 18 years old they are able to join the Fire or EMS Departments or both. If an Explorer is of age and wishes to join either of these departments then they must first talk to the Fire Chief and then meet the department's requirements for that position at that time. Explorers may remain as members until 21 years of age. Once 21, Explorers are eligible to become Advisors for the post.

2.2 Training Requirements

Training is held at least twice a month for Explorer Post members. Some of the training is mandatory for post members to be eligible to respond on calls in department vehicles such as CPR and First Responder training. Members will be notified in advance of no less than two weeks prior to mandatory training dates. If for some reason a member has not had the chance to take the required mandatory courses, then they will not be allowed to respond to calls in department vehicles unless ordered otherwise. Members are allowed to pursue training outside of the department and Explorer Post as long as the material and certification is valid to current department and post training practices. Explorers are allowed to attend any department training unless ordered otherwise. Training dates may be subjected to changes due to numerous reasons. If Explorer Post training or meeting times or dates change, post members will be notified within 24 hours prior to the training or meeting.

2.2.1 CPR and First Responder

Law requires CPR and First Responder certification for anyone riding to or from any emergency. CPR and First Responder training will be available from the department but Explorers are allowed to obtain certifications outside the post or department as long as materials and certification is valid to current post and department standards. If a member has not had the opportunity to take the courses for any reason, they will be allowed to ride on equipment to and from training and only to calls if ordered. CPR and First Responder courses will be scheduled during winter months unless rescheduled due to certain circumstances. Recertification of these courses may be scheduled at the same time as department recertification. It is the Explorers responsibility to complete and maintain their CPR and First Responder certification to be eligible to respond on emergency calls or to be promoted to a Senior Explorer position in the post.

2.2.2 Firefighter Training

Explorers are to be trained based on the Firefighter 1 curriculum from the Massachusetts Fire Academy and also from the Fire Essentials book. The department will supply any materials needed for training such as books or handouts. Explorers will also be trained in Upton Fire Department operations such as hydrant make up, large diameter hose deployment and packing, attack hose deployment and packing, forest firefighting operations, rescue operations and tools, rural water supply and tanker operations, ground and aerial ladder review, EMS operations, and air pack operations.

2.3 Education Requirements

School academics are the first priority in the interest of the post. Any member in high school shall maintain a minimum **C** or **2.0 grade point average**. The Post Coordinator may request a copy of ether mid-term or quarterly report card grades. Explorers are allowed two weeks from the date asked to provide a copy of their grades to the Post Coordinator. After two weeks, the Explorers parents will be contacted and a request will be given to them for a copy of the grades. Any form of grades requested will be kept confidential and secure in the Explorers file. If for some reason an Explorers grades are below the post minimum, that Explorer will be suspended from Explorer Post activities until proof of improvement can be shown to the Post Coordinator.

2.4 Attendance

Explorers are expected to maintain a certain level of attendance for training and Explorer Post functions such as fundraisers or community projects. The Explorer Post meets a minimum of twice a month twelve months a year for training and post meetings. Explorers are required to attend 75% (19 out of 24) of those meeting and training dates in order to maintain active within the post. Explorers who fail to meet this minimum requirement will be brought in to meet with the Post Coordinator and the Explorer may be placed on probation for 3 months and during those 3 months the Explorer is to attend all meeting and training dates. If the Explorer fails to meet the probation requirements, the Explorer will be brought in before the Post Coordinator and the Explorer's probation may be extended or the Explorer may be suspended or removed from the post. Attendance at Fire or EMS Department training is not mandatory but is encouraged. Explorer Post attendance at activities such as fund raisers or post projects is mandatory unless an excused absence is granted. Remember that activities are a group function and if poor post attendance is an issue during functions then future functions may not be allowed.

2.5 Leave of Absence

A leave of absence will be allowed for Explorer Post Members on an individual basis. The Post Coordinator will review the reason for the leave of absence and decide if it is appropriate for the situation. The following are allowable reasons for leave of absence.

- 1- **Family reasons**
- 2- **Medical reasons**
- 3- **School related issues involving classes or grades**
- 4- **Military reasons**
- 5- **College reasons**

If a leave of absence is granted, it will be in affect for a **30-day period** and will be re-evaluated after the 30-days. An extension can be granted if required and will be re-evaluated after another 30 days.

2.6 Behavior Requirements

All Explorers are to behave respectful within and outside the Explorer Post. **Hazing and foul language will not be allowed.** Your utmost respect should be given at all time. Being an Explorer means you are representing the Upton Fire Explorer Post, the Fire and EMS Department and also the Town of Upton. Your actions and individual behavior reflects upon the Explorer Post, Fire and EMS Department and the Town of Upton. If you act disrespectful or perform any illegal or unethical acts and are caught, you will damage your own credibility and image as well as the credibility and image of the Explorer Post and Fire and EMS Department. **Immoral behavior will not be tolerated in the Explorer Post.** Anyone who acts in such a way that could give a negative view of the Explorers Post will be brought in before the Chief of the Department, Post Coordinator and the Explorers parents or guardian, and their actions will be reviewed. The Chief and Post Coordinator will decide on what actions will be taken and discipline could range from a warning, to removal from the Explorer Post indefinitely. **If what you're doing seems like a bad idea, don't do it!**

2.7 Electronic Devices

Explorers are allowed to bring electronic devices such as cell phones, laptops, MP3 Players, or Ipod's to the station but are not to be used during any training, meetings, calls, or any other event where these devices would cause a distraction. During any event, these devices are to be turned off or the volume muted. Only after asking an Advisor for permission can an Explorer use their cell phone for emergency situations or to call for a ride. Any Explorer caught breaking this rule will first be asked to silence the device and put it away. Second offence will be a documented verbal warning in the Explorers file. Third offence will be a written warning and the device will be taken away from the Explorer until the end of the event where the Explorer must have a parent or guardian present to retrieve the device. The written warning goes into the Explorers file. These steps must

happen during the same day, call, or event. After three written warnings the Explorer will be brought in before the Chief of the Department and the Post Coordinator and the Explorer will be suspended from the Post for no less than one month. Three suspensions will result in the removal of the individual from the Explorers Post.

2.7.1 Computer and Internet Access

Explorers must remember that any information or pictures posted on the Internet is considered public information. It is no different from posting it on a sign on the town common for the public to see. With the use of Facebook and other websites becoming part of the every day world for sharing information, it is important to keep the material posted on these sites “clean” and respectful. Before posting any pictures on-line involving the Post or Department, the Explorer must first be given permission by the Post Coordinator or by the Chief. **Pictures and information involving calls with graphic material or patient’s faces or private property should never be posted on-line or shown to the public. Immediate removal of that content will be enforced and disciplinary actions can be imposed depending on the severity of the material.** Remember that even on-line, you are still representing the Explorer Post and the Department. Explorers caught posting unethical or inappropriate material will be asked to remove the material from the website and disciplinary actions may be taken. If it becomes a common issue with the Explorer, the Chief and Post Coordinator will ask to meet with the Explorer and their parents and possible suspension or removal from the Post may be enforced.

2.8 Emergency Contact Forms

Explorers will be required to fill out an emergency contact form when the Explorer Post application form is turned in. Contact forms will include parent or guardian home, work and cell phone numbers, a second emergency contact person in case the parent or guardian is unavailable, any allergies the Explorer may have, and any past or present medical concerns or any medications the Explorer may have. These forms will be updated every year and will be located in a secure personnel file that can be accessed in case of an emergency. If an Explorer is on a temporary medication or is feeling ill, they are to report this to the Post Coordinator, Assistant Post Coordinator, Advisor, or and Department Officer prior to any Post activity, meeting, training, or call.

2.9 Transportation

Explorer Post members are responsible for the coordination of rides to and from the station for all training, calls, meetings, and special functions. Coordination of a prompt and timely drop off and pick up should be arranged between the Explorer and their parents or guardian. If for some unexpected reason an Explorer is unable to contact a parent for a ride home, an Advisor or qualified

Department member can be used if their services are offered to the Explorer. Any Explorer caught riding to or from the station or scene in a vehicle operated by anyone without a proper or valid drivers license can be subjected to disciplinary actions. Explorers are to never respond to the station in a reckless or disruptive manor. **All traffic laws are to be obeyed at all times. Explorers or the parents of the Explorer are never to use any type of warning lights or sirens in a personal vehicle unless the parent is a department member and has a valid red light permit provided by the State of Massachusetts.** Any violation of these rules can be dangerous to the Explorer, their family, or anyone on the road. If these rules are violated, immediate action can be taken by a Department Officer, the Post Administration, or a Police Officer.

2.10 Time Restrictions

Explorers are allowed to respond to the fire station for any fire related call between the hours of **6:00 Hours to 22:00 Hours (6:00 am to 10:00 pm)**. Explorers are allowed to respond to the station for any large-scale 1st alarm calls involving box 5 or 6 after 22:00 Hours but only if the parents or guardians give permission. Parents or guardian ultimately regulate the Explorers curfew. If they do not want their child going on calls after 6:00am or before 10:00 pm, then that Explorer is to only respond when given permission. Explorers must remember if they are to respond to a late night Box 5 or 6 calls, it is the responsibility of the Explorer to ensure they are not late or overtired for school, sports, or any prescheduled activities or classes. School is the highest priority to the Explorer Post with no exceptions.

2.11 Background Sori and Cori Checks and Interview

For the safety of the Explorer Post and its members as well as the Department, any new member of the Explorer Post will be required to fill out an Explorer Youth Application or an Explorer Adult Advisor Application. As well as filling out an application, members who wish to become an Explorer will be interviewed by the Post Coordinators or by Advisors in their place. Explorer applicants will be asked several brief questions about their background, why they wish to join, how they heard about the Explorer Post, school, sports, etc. The interview process is more for the Explorer Post to learn about the applicant and to answer any questions the applicant may have. If the Explorer Post has no vacant spots at the time of the interview, the applicant's paperwork will be saved and filed by the Secretary of Treasures. As soon as a spot within the post is created or vacated by a current member, the applicant will be informed. If several applicants are waiting on a list, the applicant who has been on the list the longest will be granted the position.

For an adult wishing to become an Advisor within the Explorer Post, the adult must first fill out an Adult Advisor Application and submit it to the Post Coordinators. The adult must also fill out the form granting permission to the Explorer Post Coordinators and Chief of the Department allowing an extensive background check on

the applicant. The Coordinators and Chief may use the Police Department as a source for information or any other source that they feel is necessary. The applicants information will be ran through a Cori and Sori check at the National level. The applicant will also be asked to meet with the Post Coordinators and whomever the Coordinators invite to the meeting. During the meeting the applicant will be interviewed and depending on the availability of positions within the Post, the background check, and the interview, the applicant will be informed at a later date by mail if they were approved or denied the position of Adult Advisor. The interviewing committee can deny any applicant that they feel can be a possible threat to the safety and security of the Explorers or Explorer Post. Even if the applicant has already filed an application within the Fire or EMS Department, the applicant will still be requested to fill out the proper paperwork and interview with the Coordinators. Even Fire and EMS Department members can be denied an Advisors position within the Explorers Post if the Coordinators feel the applicant is not qualified or appropriate for the Explorer Post position.

An annual background check and review of all members will be performed to ensure the safety and security of all members. Any member who fails the background check due to a felony charge of any kind, a history of verbal or physical abuse outside or within the Explorer Post, a history of rude or inappropriate actions or comments, or a history of anger issues or outbursts, that person can be removed from the Explore Post at any time. The removal can be made by a vote from the Coordinators in which the 3 positions must have a majority vote for the removal of the member, or the Chief of the Department can immediately remove anyone at any time. The background checks and reviews will be performed by the Post Coordinators and the Chief will review the Coordinators actions.

Chapter 3 Post Leadership

3.1 Adult Leadership

Adult Leadership is required for the protection, coordination and supervision of any Explorer involved in the Upton Fire Explorers Post. Adult leaders in the Explorer Post are responsible for supervising, training, delegating, and coordinating the Explorers involved. Responsibilities are similar to those of an officer on the Fire and EMS Department. An adult leader may be required to supervise and coordinate a meeting or Explorer activity, delegate orders to the Explorers handed down from the Incident Commander at a call, or assist Explorers during training or during a Post activity. If an Explorer has a question, concern, or request, they are to first go to one of the adult leaders. **Explorers are not to go to the Chief of the Department first.** All departments follow a chain of command and we are expected to follow that chain when any incident arises. If the adult leader is unsure of the proper answer or solution to the situation, they are to ask the Post Coordinator, Chief, or ranking officer or firefighter present at the time.

3.1.1 Explorer Post Coordinator and Assistant Post Coordinator

The Explorer Post Coordinators position is that of a supervisor's position. The Coordinator and Assistant Coordinator are responsible for the training schedule, scheduling of Explorer Post meetings, record keeping of Explorer Post activities, funds, and personnel information. The Coordinators are also responsible for acquiring proper PPE for Explorers, supplying the proper equipment for training or for Post activities. Disciplinary actions also fall under the role of the Coordinators. Any severe actions taken against an Explorer or Adult Advisor will be reviewed and approved by the Chief of the Department prior to enforcement. The Post Coordinators are the individuals that are between the Adult Advisors and the Chief of the Fire and EMS Department. The Upton Fire & EMS Advisory Committee is responsible for promoting an individual to the Coordinators positions and the Coordinators are responsible for promoting Secretary of Treasures, Adult advisors, Explorers and Senior Post Explorers. The Coordinator may remain in that position until they willingly step down or if the Chief, for any reasons necessary, feels that removal from the Coordinators position is justified due to circumstances involving the Explorer Post.

3.1.2 Explorer Post Secretary of Treasures

The Explorer Post Secretary of Treasures is to assist the Coordinator and Assistant Coordinator when requested. The Treasurer is also responsible for maintaining any necessary Post records as well as the Explorer Post checking account. If a meeting calls for minutes to be taken, the Treasurer is responsible for maintaining and filing the minutes. In the absence of the Secretary of Treasures, the Coordinator may designate a Post Advisor to take the role and responsibilities or they themselves may take the role and responsibilities until the Treasurer is present.

3.1.3 Explorer Post Advisor

The Explorer Post Advisor positions are also considered supervisors for the Explorers Post. Responsibilities are similar to that of a Coordinators and Assistant Coordinators role. When a Coordinator is not present, the senior Advisor present at the time resumes the role and responsibility of a Coordinator. If disciplinary actions are needed, it falls within the duties of the Advisor to enforce them. When acting at a scene, the Advisor is to be the one communicating to the Incident Commander if the Coordinators are not present or busy performing firefighting or medical duties.

3.2 Youth Leadership

The youth leaders of the Explorer Post are supervisors with the title of Senior Explorer. They assist by helping with guiding newer members during meetings, training, on calls, or during any Explorer Post functions. All newer

Explorer Post members should report to these Senior Explorers who will in turn report to an Adult Advisor, Post Coordinators, or fire department officer.

3.2.1 Senior Explorer

The Senior Explorer is an Explorer that has completed CPR and First Responder training and has shown proficiency in both firefighting and emergency medical skills. A Senior Explorer must have at least 2 years experience within the Explorers Post and have been qualified and signed off in certain firefighting skills that will be covered in Chapter 6 Section 5. A Senior Explorer may be paired up with a new member to act as a role model and for the new Explorer to shadow the Senior Explorer during training and emergency situations. There is no limit to how many Senior Explorers the Post can have. Once the Explorer has shown they are proficient in the required areas and has completed all requirements, the Post Coordinators will consult with the Advisors and review the Explorers status within the Post and come to a conclusion on the possible promotion to Senior Explorer.

3.3 Promotions Within The Explorer

In order for an Explorer to be eligible for promotion to Senior Explorer, They must meet all requirements. An Explorer must be an active member with the Explorers Post for no less than 2 years. **The Explorer must be maintaining a C or 2.0 grade point average in school, and have no major disciplinary actions taken against them within 6 months of the promotion.** The Explorer must maintain the required minimum attendance requirement for training and Post meetings and must maintain a minimum of 50% of Fire Department training. The Explorer must demonstrate proficiency in all areas expected of the Explorer Post members and capability to perform tasks given to them during training or at a call. They must demonstrate leadership skills during Explorer Post activities and the ability to locate and operate required equipment on department apparatus. The Explorer must be First Responder certified and have all Explorer Post Training Sign-off Sheets filled out in order to be eligible for promotion. Once all requirements are fulfilled by the Explorer, they will be reviewed by the Coordinators and Secretary of Treasures and either promoted to Senior Explorer or postponed until a future time. If a Senior Explorer has broken any major Explorer Post SOP's or Fire & EMS Department SOP's, the Explorer will be brought in before the Coordinators and Secretary of Treasures and placed on probation, suspended from the title of Senior Explorer, or demoted back to Explorer where the Explorer would be required to start the requirements for promotion all over again.

Chapter 4 Uniform Dress Code

4.1 Class A Dress Code

The class A dress code is used for formal events such as Fireman's Sunday, funerals, department ceremony's, or any other special occasion or event that a class A uniform is required. The Explorers class A uniform will be supplied by the Explorer Post but it's the responsibility of the individual to clean and maintain his or her uniform. If an Explorer loses, ruins, or is wearing the wrong uniform, they may be asked to replace or change the uniform prior to the next Explorer Post function class A is required. The class A uniform is as follows.

- A light blue dress shirt with the department patch on the left shoulder
- Navy blue dress pants
- A black dress belt
- Black socks
- Black dress shoes (must be able to shine)

Customization or additions to the class A uniform is not allowed. The Explorer will be asked to fix or replace the uniform at his or her expense.

4.2 Class B Dress Code

The class B dress code is an informal dress uniform for Fire Department and Explorer Post events. The class B uniform is as follows.

- Green Polo shirt with the Explorer Post logo on the left side chest, Explorer on the right side chest, Explorer on back of shirt.
- Navy blue station pants with or without cargo pockets.
- Black belt
- Black shoes or boots (NO SNEAKERS)
- Job shirt or jacket depending on weather

4.3 Class C Dress Code

The class C dress code is for Explorer Post meetings, training, or events. The class C uniform is more of a physical work uniform than an informal uniform. The Explorer is to wear the class C uniform unless told otherwise. The class C uniform is as follows.

- Red Fire Explorer t-shirt
- Navy blue pants with or without cargo pockets
- Black belt
- Black shoes or boots (NO SNEAKERS)

4.4 Uniform Exceptions

Depending on weather or location of the Explorer Post meeting or function, dress code requirements may change. Explorers will be notified prior to the meeting or event if a change in uniform is going to be in effect. The Explorer will be notified of what they should wear and/ or what is allowed in place of the required uniform.

Chapter 5 Personal Protective Equipment (PPE)

5.1 Fire Gear Use

Any assigned PPE is to be used only for Explorer Post training, Department training, or fire calls. Explorers PPE is to be left at the station and is not to be taken home without permission from a Post Advisor. Explorers PPE is property of the Town of Upton and is not to be modified in any way. Explorers that purchase or obtain any gear or PPE from outside of the department must first be inspected and approved by the Post Coordinators prior to using. PPE is not to be worn outside of department or Explorer Post calls, training, or events. Any equipment defaced, modified, or maliciously destroyed by an Explorer will be required to replace the equipment or gear and the cost will be passed on to the Explorer responsible. If an Explorer is caught violating the usage rights of the PPE, the Explorer will face disciplinary actions and possibly the PPE privilege suspended.

5.2 Structural PPE

Each Explorer will be assigned a set of structural PPE. The PPE is property of the Town of Upton and is only on loan to the Explorer while they are an active member within the Explorer Post. **When available**, each Explorer will be assigned the following items:

- Structural Turnout coat
- Structural Turnout pants
- Structural rubber boots
- Black Structural helmet labeled Explorer with face shield
- Work gloves
- Nomex hood
- 2 Accountability tags

5.3 Forest Fire PPE

Along with structural firefighting PPE, Explorers will be assigned PPE for forest fires. Explorers are to follow the same rules that relate to structural PPE and the same disciplinary actions can be taken by the Post Coordinator if said rules are broken. The only piece of equipment an Explorer is asked to purchase and keep at the station is a pair of work boots suitable for walking in rough terrain. Explorers can take home the work boots they purchase. **When available**, each Explorer will be assigned the following items:

- Forest Fire coat
- Black Forest Fire helmet labeled Explorer with protective eyewear
- Work gloves
- Work boots with support to the ankle
- 2 Accountability tags

5.4 Gear requisition

If for any reason an Explorer is in need for new or replacement piece of equipment or gear, the Explorer must fill out an equipment requisition form and submit it to the Post Coordinators. The reason why new equipment is needed must be explained and the Post Coordinators will review the request. The request may be denied or granted but in either case, the Explorer will meet with the Coordinators and Secretary of Treasures. During the meeting the Coordinators and Treasurer will explain their decision to the Explorer. Explorers are never to take PPE from Fire or EMS Department member's lockers and are never to take PPE from the station storage closet. Permission must be given to the Explorer before equipment can be granted.

Chapter 6 Meetings and Training

6.1 Locations and Times

Explorer Post meetings are held every 2nd and 4th Thursday of the month. All meetings are held at the Upton Fire and EMS Headquarters unless a special meeting location is required. If a meeting is to take place at a different location, all Explorer Post members will be notified prior to the meeting. Meetings and training begin promptly at 18:00 hours (6:00pm) and end around 21:00 hours (9:00pm). Some meetings may run later or earlier depending on what is being covered but the lead Advisor or Coordinator running the meeting should try to have everything cleaned up and put away prior to 21:00 hours. If meetings are expected to run later or earlier, Explorers are allowed to use cell phones or the fire stations phones to coordinate a different pick-up time. If a month happens to have 5 Thursday s instead of 4, the 5th Thursday is an extra week off and the Explorer Post will resume the 2nd Thursday of the next month. If a holiday falls on an Explorer Post meeting date, the Advisors along with the Coordinators will decide on the make-up date and time.

A calendar of all Explorer and Fire and EMS Department meeting dates will be provided during the last meeting of December to all Coordinators, Advisors, and Explorers as well as a copy provided within the fire station. If for any reason a date has been changed, the Explorers will be notified via phone and email and a change will be made to the meeting calendar located in the station.

Special meeting or event dates such as fundraisers or fieldtrips shall be decided no less than 1 month or 2 meetings prior to the special meeting or event date. All Explorer Post members shall be notified of the date and the date will be marked on the calendar located within the station.

Every attempt should be made to attend all scheduled Explorer Post meeting dates. It is strongly recommended that all members try to show up for meetings 15 minutes early. If an Explorer can't make a meeting's set time and is late, a valid excuse is needed and will be requested by an Advisor. If an Explorer continues to show up late to meetings, the Post Coordinators will meet with the

Explorer and disciplinary actions can be given to the Explorer by the Coordinators.

6.2 Duties

All Explorer Post members will have required duties to perform during all meetings, training, or events. These duties include, but are not limited to, helping set up a drill or a fund raiser event, cleaning up equipment and supplies after a drill or fund raiser event, making sure all rooms used during meetings are clean and furniture returned to its proper location, and supplies or equipment in good working order after used. The meeting or training site is to be kept clean and Explorers will not touch or play with and department equipment unless first approved by an Advisor.

6.3 Fire Station and Equipment

No Explorer of the Post is allowed to be left alone or enter the Upton Fire and EMS Headquarters without the supervision of an Advisor or Department member. The station is not a clubhouse or playground for Explorer Post members and their friends. If an Explorer needs to access the station after business or meeting hours, the Explorer must contact an Advisor or Department member first and explain why. The Advisor or Department member must be present with the Explorer when accessing the station. This rule is important for the safety of the Explorer, the safety and security of the Department and its property, and to maintain accountability of the Explorers and Explorer Post members.

6.4 Fund Raisers and Fieldtrips

During the course of each year Explorers are encouraged to perform fund raisers and fieldtrips. The Explorers are responsible for replenishing the Explorer Post's bank account so uniforms and equipment can be purchased for the Explorer Post. It is strongly recommended that all members make every attempt possible to help coordinate, setup, and attend all Explorer Post fund raisers. Attendance at these functions will be recorded and be applied to the Explorers attendance percentage.

If funds received from the efforts of the Explorers who coordinated a fund raiser are used toward a fieldtrip or toward the purchase of new equipment, the Explorers who have made the majority of the fund raisers will be given preference either in the form of discounted cost of the fieldtrip or equipment handed out to the Explorers.

Excuses for the Explorer's absence at the fund raiser will be heard by the Post Coordinators and a decision whether or not the absence will be excused. Even excused absences will be figured into the Explorers attendance percentage.

Prior to any Explorer Post field trip or fundraiser activities, Explorers will be given a permission slip form that must be filled out by the parent or guardian of the Explorer. The form will include the time, date, activity, where the activity

will take place, the expected duration of said activity, any requirements needed for the activity, and any other pertinent information involving the activity. The form is asked to be reviewed, signed and dated prior to the activity.

6.6 Training and Qualifications

Explorer Post training is always important to attend. The topic of the training will be in coordination with the training topic of the month for the Fire Department if applicable. The 1st meeting of every month will consist of classroom lecture as well as any new business that needs to be reviewed by the Advisors or Coordinators with the Explorers. The 2nd meeting will consist of hands-on training that relates to the classroom lecture during the previous meeting. Explorers are encouraged to attend Fire Department training every 1st and 3rd Monday of the month. Some months may have specialized training that may take place on the weekend and Explorers are encouraged to attend those training dates as well.

Explorers whom are absent from Explorer Post meetings and training will be asked for an explanation. Every absence will be recorded and figured into the Explorers attendance percentage. An Explorers attendance percentage will not be decreased if the Explorer doesn't attend Fire Department training. Fire Department training is extracurricular training for the Explorers and can help improve their skills and help with the promotion to Senior Explorer.

Some Explorer Post training is mandatory for all Explorer Post members. First Responder and CPR certification and training will be held every year. Explorers must maintain these certifications to be eligible for Senior Explorer rank. Explorers will be allowed to pursue these certifications outside of the Explorers Post as long as the certification is compatible to the level of training the Explorer Post requires and maintains. Explorers are allowed to take the Department's refresher course to maintain their First Responder and CPR certification. If an Explorer has not been able to obtain or maintain their First Responder and CPR certification, the Explorer will be expected to take the next available qualified course.

Chapter 7 Disciplinary

7.1 Illegal Substances and Actions

The Explorer Post has no tolerance for any usage of any substance or action considered illegal within the Explorer Post. Any Explorer Post member caught drinking underage, using illegal substances, stealing, vandalizing, or smoking within or outside of the Explorer Post will be disciplined. Any member guilty of violating these rules will be brought in before the Post Coordinators, the Explorers parents or guardian, and if necessary, the Chief of the Department. The member will have a letter placed into the personnel file and suspended or expelled from the Explorer Post. If the violation is severe enough where the Coordinators

or Chief feel that a Police officer be called, one will be requested and the investigation will be turned over to the Police Department.

All members of the Explorer Post as well as the Upton Fire and EMS Department must remember they are always representing the Post, Department, and Town of Upton whenever or wherever they may be.

It takes only one bad idea or action to destroy the image of an organization.

- 1. No Illegal Substance use**
- 2. No underage drinking of alcohol**
- 3. No acts of theft or vandalism**
- 4. No Smoking**

7.2 Verbal Warnings

The Upton Fire & EMS Department has a Policy of Progressive Discipline that will be enforced upon the Explorer Post. Explorers are expected to follow said policy at all times. If an Explorer Post member has violated any of the Explorer Post or Department Rules or Regulations that are in effect during the time of violation, he or she may receive a verbal warning by an Advisor, Post Coordinator, or ranking Fire Department Officer. Verbal warnings are primarily for minor, non-life threatening violations. If an Explorer has received several verbal warnings over a short period of time, a written warning can be placed in the Explorers personnel file.

7.3 Written Warnings

The Explorer Post has (3) phases of written warnings. Each phase has different severities in the consequences.

7.3.1 First Offense

A written warning that explains why the Explorer is on probation and for what length of time. There are generally no limitations in the Post member's activities. If the Explorer violates his or her probation in any way during the time period, a Second Offense can be issued.

A signed and dated copy of the First Offense paperwork will be given to the Explorer, the Post Coordinator, and the Secretary of Treasures who will then file the copy into Explorers personnel file.

7.3.2 Second Offense

A written warning that explains why the Explorer is on probation and for what length of time. With a Second Offense, restrictions will be enforced and the Explorer will be placed on a probationary period. The Explorer will not be

allowed to respond with the Fire Department to emergency calls. The Explorer will be allowed to attend Explorer Post meetings and functions. If the Explorer violates his or her probation in any way during the time period, a Third Offense can be issued.

A signed and dated copy of the First Offense and Second Offense paperwork will be given to the Explorer, the Post Coordinator, and the Secretary of Treasures who will then file the copy into Explorers personnel file.

7.3.3 Third Offense

Once an Explorer has reached the Third Offense, a letter explaining why the Explorer is being removed from the Explorer Post will be filed in the Explorers personnel file. All equipment assigned to the Explorer will be returned to the Explorer Post and the Explorer will not be allowed to return to the Explorer Post indefinitely.

A signed and dated copy of the First Offense, Second Offense, and Third Offense paperwork will be given to the Explorer, The Chief of the Department, the Post Coordinator, and the Secretary of Treasures who will then file the copy into Explorers personnel file.

7.4 Rules and Regulations

The Rules and Regulations within the Explorer Post Handbook as well as the Upton Fire and EMS Department are created for the safety and protection of everyone in the Explorer Post. All Rules and Regulations go hand in hand with the Boy Scouts of America rules. If any of the rules are violated, the Post Coordinators and Advisors will take all factors into consideration before a judgment or ruling is made.

The Explorer Post Rules and Regulations Handbook will be reviewed every year by all Post Coordinators, Advisors, and the Chief. At any time of the year an amendment can be made to the handbook. If a Rule or Regulation within the Explorer Post Handbook is contradicted by a Rule or Regulation involving the Fire Department, the Chief and Post Coordinators will review the Rule or Regulation and make a decision.

Chapter 8 Explorer Abilities and Disabilities

8.1 Explorer Abilities

Explorer Post members are allowed to perform any of the following tasks:

- Attend regular Department training/ meetings unless told not to
- Attend Upton Fire And EMS Association meetings/ functions
- Mobilize as a Post only when leadership is present
- Respond on fire apparatus as long as the fire apparatus is not expected to be first due on scene

- Assist firefighters with tasks outside of the “Hot Zone”
- Change SCBA bottles
- Assist with water supply operations
- Assist with the rehab station
- Assist lighting the scene
- Use forestry hoses at calls
- Assist in operating hose lines up to 2 ½ inch diameter only if no SCBA is needed and if asked to do so by a ranking Fire Department Officer
- Assist with fighting forest fires unless told otherwise
- Assist with cleaning up equipment as long as scene is secure
- Assist Incident Command at the command station
- Assist with station duties such as truck checks, cleaning equipment, building maintenance and cleaning, etc.
- Perform as an EMT only if certified in Massachusetts and is an active member within the Upton EMS Department.

8.2 Explorer Disabilities

Explorer Post members **are not allowed** to perform any of the following tasks:

- **Drive any department vehicles**
- **Use red lights in personal vehicles unless parent is a Department member with a valid red light permit and is operating the vehicle**
- **Respond on the first due piece of apparatus**
- **Respond to a call in the open cab section of Ladder 1**
- **Respond to a call on the rear tailboard section of the equipment**
- **Respond to Motor Vehicle Crashes with entrapment**
- **Respond to EMS calls**
- **Respond to Life Flight calls**
- **Respond to stations or on calls outside of Upton**
- **Enter the “Hot Zone” at a scene**
- **Operate hydraulic powered tools**
- **Operate air powered lifting devices**
- **Climb ladders that exceed 24 feet in height**

- **Climb onto a structures roof**
- **Perform ventilation on burning vehicles or buildings**
- **Perform fire suppression on burning vehicles or buildings**
- **Be substituted for trained personnel, unless directed to do so by the Chief or the Incident Commander**
- **Respond to or perform any Emergency Medical Technician skills unless certified as an EMT, or ordered to assist a Department EMT with interventions due to no other Department personnel available at that time.**

Chapter 9 Responding to Calls

9.1 Responding to the Station

When responding to the station for a call, all traffic rules must be obeyed. You or your driver shall obey speed limits and traffic signals and signs. Any traffic violation can result in a crash with property damage and personal injury or death. If caught violating traffic laws, a Verbal Warning or First Offense Written Warning can be filed in the Explorers personnel file. If the traffic violation is severe enough that Police become involved, the person driving can be subjected to fines.

9.2 Red Lights

The use of red or blue lights by an Explorer Post member or their parents, if not on the Fire Department, is strictly forbidden. A permit is required for all red lights on a personal motor vehicle. The permit is only available from the Chief of the Department and to qualify for the permit you must be a Department member first.

If caught violating traffic laws, a Verbal Warning or First Offense Written Warning can be filed in the Explorers personnel file. If the traffic violation is severe enough that Police become involved, the person driving can be subjected to fines.

For further information of this law, you may find it in a copy of the Massachusetts General Laws: **MGL Ch. 90 Sec. 7E: Displaying of Red or Blue lights on personal vehicles.**

9.3 Riding in Fire Apparatus

Before boarding any fire apparatus, all proper appropriate PPE must be worn for the call and eye contact made with the driver before walking in front of the apparatus. **Never run to the truck!** Also, the officer of the apparatus (the person in the front right seat) or the driver of the apparatus if an officer is not yet in the front right seat must tell the Explorer it is ok for them to board the apparatus. An Explorer may be asked to step off of the apparatus to make room for a firefighter. An Explorer cannot take the place of a trained firefighter on the apparatus.

Explorers are not to respond on the first due piece of apparatus. In many cases the first due Fire and EMS personnel are subjected to hazardous, chaotic, emotionally charged situations that can be extremely graphic and unnecessary for Explorers to be subjected to. The first due piece of apparatus should advise incoming equipment and personnel whether Explorers can proceed up to the scene or not. Once the scene is deemed appropriate for Explorers to view, the Incident Commander will notify the Advisor or Senior Explorer that they can precede to the scene.

Explorers must ride inside the cab of all apparatus. When riding in the fire apparatus, everyone within the vehicle should wear a seatbelt. A SCBA and its straps are not an adequate restraint system alone. The driver should make sure everyone has a seatbelt on before releasing the trucks brakes but the responsibility falls on everyone in the vehicle.

9.4 Personal Protective Gear Needed to Respond on Calls

When responding to a call or going to training, PPE is required. The PPE required depends on the call or training the Explorer will be encountering. Most of the calls and training will require Structural PPE while the rest of the calls and training may require Forest Fire PPE or something else. If training only calls for bunker pants, helmets, gloves, and a reflective vest, the Explorer should still bring their Turnout jacket and Nomex hood. There is no guarantee that while during training a call won't happen.

9.4.1 Structure and Automotive Fires, Box Alarms, Smoke Investigations, CO Investigations, Minor MVC, Wires Down, Elevator Emergency.

Explorers should have on the following PPE for any call that isn't a Forest Fire (Box 4) or Special Hazards call.

- Structural Turnout coat
- Structural Turnout pants
- Structural rubber boots
- Black Structural helmet labeled Explorer with face shield
- Work gloves
- Nomex hood
- 2 Accountability tags

9.4.2 Forest Fires

Explorers should not wear Structural PPE to a Forest Fire call. The Forest Fire PPE is designed for outdoor use. Structural PPE is too heavy and hot to wear in the woods and can easily cause the Explorer to become injured or overheated. Forest Fire PPE is light weight and designed to help protect the person wearing it during a Forest Fire. The Explorers should have on the following PPE for any Forest Fire call (Box 4).

- Forest Fire coat
- Black Forest Fire helmet labeled Explorer with protective eyewear
- Work gloves
- Work boots with support to the ankle
- 2 Accountability tags
- Long Denim or work pants
- **(NO SHORTS OR SNEAKERS)**

9.4.3 Special Hazards Calls

A Special Hazard call may not be a true emergency situation to an Explorer or Fire Department member, but the public may see the severity of the situation different. A Special Hazard may be a call such as water in the basement or cat in a tree call. The Explorer should bring their Structural PPE but may not be required to wear all of it when responding. The Explorer should wear their Structural Turnout pants and a reflective vest while on the call. The rest of the PPE should be with the Explorer but can be kept in the apparatus the Explorer arrived in.

9.5 When to Remove Personal Protective Equipment

PPE should be worn while responding to calls and only removed when the scene has been controlled, or the Explorer gets permission from an Advisor or Department Officer. If the scene is not yet controlled but the Explorer must remove PPE for reasons such as exhaustion, equipment failures, to change PPE, etc. the Explorer must go to a safe area (Cold Zone) and then remove PPE. Explorers can also gear down when clearing the scene or clearing training and reporting back to the station. Explorers should never gear down or remove PPE while near the scene or (Hot Zone) during an emergency scene that is not yet under control. Inadequate PPE can result in injury to the Explorer. An Explorer with partial PPE at a scene will be asked to fix the PPE issue or report to a safe spot in the (Cold Zone) that will be determined by the Incident Commander.

Chapter 10 Scene Operations

10.1 Accountability System

The Explorers accountability system is designed so that it works with the Departments accountability system. Every Explorer Post member will be provided with 2 accountability tags per set of gear. During training or during a call, the Explorer or Post member must take 1 of the 2 tags and hand it to the apparatus officer. The second accountability tag is to be secured to the Accountability Cone. The cone is a lime green with a ring secured to the top so tags can be clipped on. Every piece of front line equipment has an Accountability Cone located in the cab or in a compartment. The cone is typically placed at the front entrance of the building or at a determined (warm zone).

If an Explorer needs to leave the scene, the Explorer must report to an Advisor or Department Officer, explain why they are leaving and who they will be leaving with. The Explorer then must go to the cone or to the Incident Command location and retrieve their tags. The Explorer then must return to the station and store away their PPE before they may continue with any other plans. It is extremely important that the Explorer Post member communicate that they will be leaving training or the scene of a call. If someone is unaccounted for, a search may be initiated for that unaccounted person.

10.2 Incident Command

The Incident Commander of a training exercise or at the scene of a call is the person in charge of the scene. This person is ultimately responsible for all people at the scene. When the Explorers arrive on scene, they should all gather at a single location and the Senior Explorer or Advisor report to the Incident Commander for orders. A Senior Explorer or Advisor in charge of the Explorers on scene should be the only Explorer Post member in communication with the Incident Commander. With many things going on at one time, the Incident Commander can easily become overwhelmed with multiple Explorer Post members asking for orders at once. If the Incident Commander tells the Explorer member to wait for orders, then they are to report back to the staging area and wait for orders.

10.3 Structure and Motor Vehicle Fires or Training

Explorers can assist at these types of calls to a certain degree. Explorers may be asked but are not limited to do any of the following:

- Dress a hydrant
- Assist with deploying hose lines
- Assist with deploying gear, smaller equipment, and hand tools
- Assist with changing and filling SCBA bottles
- Assist with rehab station
- Assist with water supply fill or dump station
- Assist equipment operator with setting up vehicle

- Assist with lighting the scene

Explorers should never climb a ladder greater than 24 feet high and should never climb a ladder against a burning structure or unsecure structure. Explorers are never allowed to enter the (hot zone) of a burning structure, a building with structural damage, a vehicle burning, a vehicle crash with a broken telephone pole or with a victim still trapped inside, a pole with wires down on the ground, a Hazmat situation involving an unknown substance. Explorers may approach up to the hot zone but must remain in the warm zone unless supervised by an Advisor, a Department member, or ordered by the Incident Commander. Once the scene is secure, Explorers may view the hot zone and assist with Department members cleaning up equipment. This rule is to ensure the safety of all Explorers and to prevent the possibility of injury during a serious emergency scene. For these types of calls, all Structural PPE is required to be worn by the Explorers with the addition of a reflective vest if operating in traffic.

10.4 Box Alarms, Smoke Alarms, CO Alarms, Minor MVC's,

For calls that do not involve fire or personal entrapment, explorers are to report to the front of the first due piece of apparatus. Explorers are not to enter a building or residence unless told to by an Advisor or Department member. Explorers can shadow and assist Department members once the Department member has been asked. If for some reason a call escalates to a situation where SCBA's are needed or the Incident Commander feels the Explorers should be pulled back to the warm zone, Explorers are to meet at a safe location within the area of the Incident Command area or if that's not possible then the front of the building. Once all Explorers and Advisors are accounted for, the Senior Explorer or Advisor will report to the Incident Commander and advise him or her that all Explorers are present or not present. For these types of calls, all Structural PPE is required to be worn by the Explorers with the addition of a reflective vest if operating in traffic.

10.5 Forest Fires

Explorers are allowed to assist Department members in the event of a Forest Fire with suppression. Explorers are not allowed to ride on Forest Fire Equipment outside of the cab. Explorers must be in the vehicle or walk into the scene. Explorers are not allowed to operate chainsaws and should be clear of the area if trees are being cut. Explorers may be asked but are not limited to do any of the following:

- Operate forestry hose lines
- Operate pump cans or bags
- Operate hand tools (shovels, rakes, brooms, Pulaski, etc.)
- Operate gas powered portable pumps (if the Explorer has been trained)
- Assist with fill or dump site
- Assist with rehab site

In the event that the fire becomes too dangerous or hazardous, The Incident Commander or Department Officer in the area can order the Explorers to a safe location that will be determined by the Incident Commander.

10.6 Special Hazards

Special Hazard calls are classified as minor in nature. They could be calls such as water in the basement, animal stuck in tree, illegal camp fire, etc. Explorers can perform any of the previously stated operations with the assistance of Department members. In the case of a water emergency at a house, Explorers can bring rain boots or water waiters from home to stay dry. If high levels of water is present in a basement and power is still on in the building, Explorers should not enter the water until the scene is secure and all electrical hazards are cleared.