

Black Mountain Fire Department

Preceptor / Recruit Guidelines



PRECEPTOR HANDBOOK

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OUTLINE

PRECEPTOR PROGRAM GUIDELINES

- I. PURPOSE
- II. PRECEPTOR REQUIREMENTS
- III. SELECTING THE PRECEPTOR
- IV. REPLACEMENT OF THE PRECEPTOR
- V. OBJECTIVES OF THE PROGRAM
- VI. RECRUIT HANDBOOK
- VII. PRECEPTOR HANDBOOK
 - SESSION 1 Fire Department Organization
 - SESSION 2 Standard Operating Procedures
 - SESSION 3 Radio Communication and Record Keeping
 - SESSION 4 Equipment Use, Assignment and Location
 - SESSION 5 Department Maintenance
- VIII. Preceptor Award
- IX. RECRUIT PERFORMANCE
- X. CLINICAL REQUIREMENTS

PRECEPTOR PROGRAM GUIDELINES

I. PURPOSE

The preceptor program will pair a firefighter, experienced in fire department organization, standard operating procedure and knowledge of fire department equipment, with a probationary fireman or hereafter called "recruit". This will give the recruit an assigned resource for guidance and questions regarding departmental activities.

II. PRECEPTOR REQUIREMENTS

A preceptor should have a minimum of three (3) years service with the department, be able to communicate effectively and be available for the recruit when needed. The preceptor will be assigned by the fire chief or his designee to a specific recruit. The preceptor shall be available to the recruit throughout the six (6) month probationary period. Predetermined objectives and interactions shall be accomplished during this time. The preceptor will document this interaction and shall submit the records to the fire chief at the end of the recruit's probationary period or as requested by the fire chief or his designee. The preceptor shall complete the prescribed training in the preceptor program.

III. SELECTING THE PRECEPTOR

The preceptor should be selected on several criteria. These criteria include but are not limited to:

- Meets years of service
- Has good communication skills
- Is knowledgeable in fire department organization
- Is knowledgeable of fire department equipment
- Willing to devote six (6) months of focused interaction with recruit
- Is in same assigned company (where possible)
- Has good documentation skills
- Has common interests with recruit

IV. REPLACEMENT OF PRECEPTOR

Replacement of a preceptor may be necessary due to unforeseen events or assignments. The preceptor may ask the fire chief for replacement only if sufficient circumstances exist to justify replacement. A preceptor may offer a candidate for consideration to the fire chief. The final decision is the sole responsibility of the fire chief. Should the replacement be justified and so ordered by the fire chief the following steps must be taken to ensure the continuity of the recruits progress:

- The recruit shall be notified of the replacement by the fire chief
- A meeting between the two preceptors and the recruit shall be held at least two (2) weeks in advance of the replacement. This meeting shall discuss the current status and progress and introduce the new preceptor to the recruit.
- All documentation generated by the initial preceptor shall be given to the new preceptor.

V. GENERAL OBJECTIVES OF THE PROGRAM

The program is designed to accompany the recruit in becoming familiar with fire department organization, operating procedures and firefighting requirements in general. The general topics which shall be discussed by the preceptor and understood by the recruit are as follows:

- Fire Department Organization
- Standard Operating Procedures
- Health Requirements of the Fire Department
 - *Yearly Physical
 - *HBV Immunization / Infectious Disease
- Probationary Period Minimum Training Schedule
 - *Fire Department Organization and Operation
 - *Infectious Disease/Bloodborne Pathogens
 - *Incident Command System
 - *Hazardous Materials Awareness

VI. RECRUIT HANDBOOK

The following items shall be combined in a binder/notebook and given to the recruit upon assignment of a preceptor:

- Recruit responsibilities and duties
- Preceptor data sheet
- Standard Operating Procedures
- Fire Department Organizational Chart
- Phone list of company and captain or fire department personnel
- Equipment identification checklist
- Training record of required Sessions and Drills and interdepartmental training
- Current engine assignment chart
- Preceptor evaluation form

The handbook shall be viewed as a resource manual to be updated and reviewed as modifications occur and policies are changed.

VII. PRECEPTOR HANDBOOK

This handbook is designed to give the preceptor guidelines for ensuring the progress of the recruit. It will also provide documentation of the training the recruit has been exposed to regarding vital information should the department become involved in any type of liability litigation.

The preceptor/recruit training shall be done in a prescribed order to ensure continuity within the department. This training will be listed in the handbook as "Sessions and Drills", the latter being practical exercises. The preceptor and recruit shall sign and date session and drill objective forms as they are accomplished.

The following items shall be contained in the preceptor handbook:

- Recruit data sheet
- Preceptor duties and responsibilities
- Session and Drill objective compilation form
- Session and Drill outlines for instruction
- Appendices for session and drills
- Recruit evaluation form
- Preceptor program evaluation form
- Standard operating procedures

VIII. PRECEPTOR AWARD

Upon final and successful completion of the program by the preceptor shall receive the preceptor award. This pin in recognition for successful completion of the program with a recruit. Only one (1) pin shall be given to an individual. The successful completion of additional recruits should be the goal of the preceptor. Additional pins will not be given after the first recruit. The pin should be worn over the left breast pocket. A certificate of achievement shall be issued to a preceptor after five successful programs.

IX. RECRUIT PERFORMANCE

The recruit is responsible for continued progress during the probationary period. The preceptor will continuously evaluate the progress of the recruit and will modify time limits to ensure student progression.

Should the recruit get toward the end of the probationary period and need additional time for completion of the preceptor program, it shall be the responsibility of the preceptor to evaluate the recruit and if justified, request a time extension from the Company Commander. Should the preceptor feel the time extension to be unjustified shall discuss the matter with the Company Commander. Should the recruit not participate or make a reasonable effort to complete the program, the recruit may be dismissed from the department roster at the discretion of the Company Commander.

X. CLINICAL REQUIREMENTS

The recruit during his probationary period shall provide twenty four (24) hours of standby service at the firehouse. This time may be constructed as the recruits schedule allows. This time does not require the preceptor to be present. Time between the recruit and preceptor held at the station during probationary period may apply toward the twenty-four hour requirement. It is the recruit's responsibility to maintain documentation of this time.

SESSION 1

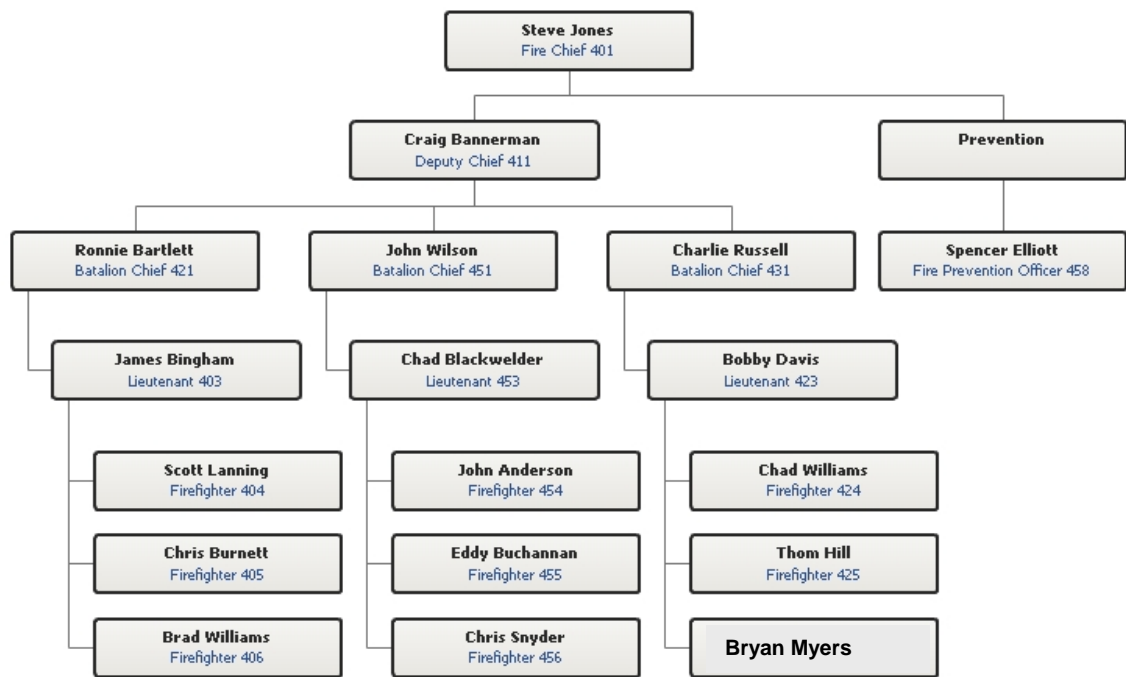
Subject: Fire Department Organization

Objectives:

- A. The recruit shall know the fire department organization structure
- B. The recruit shall understand the relationship between volunteer and paid personnel
- C. The recruit shall know the relationship and its importance between the local governing body and the fire department
- D. The recruit shall know the benefits derived from the East Buncombe Fire Tax
- E. The recruit shall know the limits of the service area of the department

DRILL 1

- 1. Expose the recruit to the organizational chart
- 2. Show the departmental chain of command by looking at the fire department organizational chart at the fire department
- 3. Show the service area map and explain the geographical limits, the map may be found in the dispatch office



SESSION 2

Subject: Standard Operating Procedure

Objectives:

- A. The recruit shall have a copy of and understand the standard operating procedures for the fire department
- B. The recruit shall have a copy and understand the safety policy concerning departmental functions
- C. The recruit shall have a copy of an understand the bloodborne pathogens policy

DRILL 2

- 1. The recruit shall be lead through the SOP and discussion of any areas unclear to the recruit
- 2. The recruit shall attend a bloodborne pathogens training exercise as mandated
- 3. The recruit shall be exposed to hazardous materials policies
- 4. The recruit shall be led through the departmental safety policy

SESSION 3

Subject: Radio Communication and Record Keeping

Objectives:

- A. The recruit shall understand policy and procedure for using department radios on departmental business
- B. The recruit shall become familiar with the radio room and its importance
- C. The recruit shall be exposed to the various documentation responsibilities involved in all types of incidents

DRILL 3

- 1. The recruit shall practice using the radio. (No actual transmission is required)
- 2. The recruit shall be exposed to all information contained in the dispatch office and become familiar with its use
- 3. The recruit shall simulate the proper technique for acquiring information over the telephone and dispatching an incident accordingly

SESSION 4

Subject: Equipment Assignment, Location and Use

Objectives:

- A. The recruit shall have a basic knowledge of engine assignments both in the city and the district
- B. The recruit shall have basic knowledge of equipment arrangement on the apparatus
- C. The recruit shall have a basic knowledge of operation of portable equipment found on the apparatus

DRILL 4

- 1. The recruit should be familiar with the engine assignment chart provided in the recruit handbook
- 2. The recruit shall be shown equipment on all apparatus
- 3. The recruit shall start and maintain all power sources found on the apparatus, including watercraft

SESSION 5

Subject: Departmental Maintenance

Objectives:

- A. The recruit shall be exposed to all areas of the fire department, its systems and their uses
- B. The recruit shall be familiar with housekeeping duties performed by firemen both paid and volunteer

DRILL 5

- 1. The recruit shall tour all areas of the department and shall be told of area use and special provisions which may apply
- 2. The recruit shall have a working knowledge of the telephone system
- 3. The recruit shall participate in any selected routine maintenance operation of at least three (3) hours service

PRECEPTOR HANDBOOK

SESSION OUTLINE

SESSION 1

FIRE DEPARTMENT ORGANIZATION

- I. Fire Department Organization
 - Municipal Departments (G.S. 160A)
 - Volunteer Departments (G.S. 55A)
 - County Departments (G.S.153A)
 - Industrial Departments
 - Private Departments

- II. Financing Sources
 - Municipalities
 - Fire Rating
 - East Buncombe Fire District
 - Fire Rating
 - Contracted by County for service

- III. Fire Department Structure
 - See Organizational Chart

PRECEPTOR HANDBOOK

SESSION OUTLINE

SESSION 2

Standard Operating Procedures

I. Membership Requirements

1. Service
2. 18 years of age
3. Service Requirements
 - Respond to at least 30% of toned calls
 - Have minimum of forty (40) hours training
 - Attend fifty percent (50%) of business meetings
4. Spend time with paid personnel to learn procedures
5. Six (6) months probationary period
6. Eligible for pension fund after one (1) year
7. Eligible for call payment at end of year. (12/1-11/30)

II. Job Descriptions

1. Fire Chief
2. Deputy Fire Chief
3. Training Officer
4. Captain
5. Lieutenant
6. Rescue Officer
7. Fire Prevention Officer

8. Safety Officer
9. Division Company Assignments
 - a. Two divisions, A and B
 - b. Named Districts
 - District 1...Within city limits
 - District 2...within East Buncombe Fire Dist.
 - District 3...Montreat
 - District 4...Ridgecrest
10. Firefighter III
11. Firefighter II
12. Firefighter I

III. General Procedures and Rules (Section 1, SOP)

1. Act responsibly
2. Act respectfully
3. Altercations, improper language or conduct unacceptable
4. No false reports or gossip
5. Do not interfere with assignment of duties of another
6. Take care of equipment
7. Put any equipment used back into service after use
8. Notify immediate officer if out of service for extended period of time
9. Drivers operate equipment once every two months

IV. General Operations (Section 2, SOP)

1. House Rules
2. All business communications must be documented
3. Duty man is to answer phone at firehouse
4. Do not obstruct parking lot
5. Proper clothing while at firehouse
6. No private vehicles in front of apparatus bays

V. Public Relations (Section 3, SOP)

1. Represent fire department
2. Dress Code
3. Uniforms only worn on official business
4. Do not use fire department for personal gain
5. Information shall not be released to public until commanding officer approves

VI. Communications (Section 4, SOP)

1. Keep messages short
2. Use clear text
3. Do not shout
4. Call station and advise unit number responding
5. Only first engine or officer advise "On Scene"
6. Use military time
7. Determine location when receiving a call

8. Only dispatcher and senior officer in radio room during call
9. Dispatcher should give all info on water supply and flows to on scene officer
10. External speakers should be "on" during a call

VII. Emergency Operations (Section 5, SOP)

1. Equipment must be driven safely, wear helmet and coat, ride in designated areas only
2. Position equipment no closer than 100 feet to scene
3. State and local traffic laws prevail
4. Private vehicles should be parked on same side of road
5. First arriving engine and officer should make sizeup
6. Firemen must have protective clothing
7. Use of various hose
8. Incoming personnel report to staging area and don SCBA
9. Reduce water damage
10. At scene all radio traffic will go to channel 2
11. Objectives on a fire call
 - Size up
 - Call for help
 - Rescue
 - Ventilation

- Exposures
- Confinement
- Extinguishment
- Overhaul
- salvage
- critique

12. Sector System

VIII. Incident Command System

1. Command Section
2. Operations Section
3. Planning Section
4. Logistics Section
5. Finance Section

IX. Duty Men (Section 6, SOP)

X. Fire Department Dispatching (Section 7, SOP)

XI. Rescue and Emergency Medical Operations (Section 8, SOP)

1. Rescue
2. First responder or EMS backup
3. Mountain Search and Rescue
4. Emergency Medical Personnel
5. Exposure Control Plan
6. Rescue Tool

XII. Training Procedures (Section 9, SOP)

XIII. Inspections (Section 10, SOP)

IXX. Statement of Policy (Section 11, SOP)

XX. Safety Officer (Section 12, SOP)

XXI. Safety

1. Vehicle Operation
2. Maintenance and Operation
3. Protective clothing and equipment
4. Respiratory protection
5. Life safety ropes, harnesses and hardware
6. Eye, face and hearing protection
7. Operations
8. Health and Medical
9. Special Procedures
10. Wildland fire suppression

XXII. Response Plan

XXIII. Mutual Aid Agreement

XXIV. Respiratory Protection Plan

PRECEPTOR HANDBOOK

SESSION OUTLINE

SESSION 3

RADIO COMMUNICATIONS AND RECORD KEEPING

I. Radio Room

No one except officer in charge of call and dispatcher in radio room during call

II. Portable Radios

- Available for use by anyone
- Channel 1 Fire - Primary dispatch channel
- Channel 2 Ops - Emergency Scene Operations

III. Medical Radios

- Channel 1 Primary EMS dispatch channel (MED 9, Spivey)
- Channel 2 Used from unit to hospital secondary for patient report channel, (MED 3, White Fawn)
- Channel 3 From unit to hospital primary patient report channel (MED 5, Spivey)
- Operation (On, Off, Volume and channel select)

IV. Key Board

Primarily used for summer residences that have gates blocking the road. Keys should not be taken from board except in EMERGENCY situations.

The fire department is liable.

V. Hydrant Cards and Board

- Black Mountain Water System
- Asheville Water System
- Blue Ridge Water System
- Christmount Water System
- Montreat Water System
- Ridgecrest Water System

NOTE: Individual number is Black Mountain

A then number is Asheville

M then number is Montreat

-Number written on hydrant is for our use, you can have two hydrants with the same number due to different systems

-All systems use National Standard Thread (NST) except Asheville, which requires use of yellow adapter on each truck

-Color on bell of hydrant corresponds with push pin on hydrant board

*Blue...yields over 2000 GPM

*Green...yields over 1000 GPM

*Yellow..yields over 500 GPM

*Red.....yields less than 500 GPM

*Clear...indicates Asheville hydrant

-A painted "H" on pavement surface indicates the location of a hard to find hydrant

- Red Barrel on all water systems except Montreat and Asheville, Montreat is yellow and Asheville is red and yellow
- Discharges on Hydrants

VI. Districts

- 1...Inside City (Class 4 Fire Protection)
- 2...East Buncombe Fire District
- 3...Montreat
- 4...Ridgecrest

VII. Individual Area Maps

VIII. Reference Books

- Hazardous Materials

IX. Disaster Plans Individual Plants

X. Base Station

- Channel 1 Fire
- Channel 2 Ops
- Back up radio – High Band
- Enter SOP Communication, Section 4

XI. Public Address System

- On, Off switch
- Channel 1 and 2 Volume select set on 1
- Telephone set on 4, DO NOT CUT DOWN
- Power switch stays on constantly

XII. Encoder

- 909 then page, then message
- If mistake press "c" to clear screen

XIII. High Band on Mailbox

- Black Mountain police is Channel 1 (1st and 2nd shift)
 - Black Mountain police is Channel 3 (3rd shift)
 - McDowell fire is Channel 2
 - State fire is Channel 10
- See List for Others

XIV. Daily Log Book

XV. Pre-Fire Plans

XVI. 2nd Phone

This is a power failure phone and only used when power is off

XVII. T-Card System

- Predetermined Resources
 - Card made for all equipment
 - Card made for all members
 - Card made for most mutual aid companies

XVIII. Automatic Alarms

- Highland Farms
- Kunkle Valve
- Assembly Inn (Montreat)
- ARC or ADATC (Alcoholics Rehabilitation Center)
- Black Mountain Center
- Ingles Warehouse
- In the Oaks

XIX. Discuss Call-In alarms

- Life line
- Ring Down (ie. Marjorie McCune Center)
- Billy Graham Center- Assembly Drive
- 204 Rhododendron Ave.

XX. Training Forms

To be completed when attending any training other than BMFD training

XXI. Driving Log

Document all driving time on apparatus, does not include response on ` calls

XXII. Extra Duty Hours

-Standby at fire department

-Help with civic projects

-Assistance to other town departments (Police, Street)

XXIII. Blue Book Directory

-By last four digits of phone number

-By street address

-If below Grovestone and has 686 prefix it will be listed as Swannanoa

XXIV. Street Directory

By alphabetical name for entire East Buncombe and Town of Black Mountain

PRECEPTOR HANDBOOK

SESSION OUTLINE

SESSION 4

EQUIPMENT, ASSIGNMENT, USE AND LOCATION

- I. Personal Protective Equipment
 1. Turnout Gear
 2. SCBA
 3. Personal Alert Device
 4. Medical PPE
 5. Wildland PPE

- II. Apparatus Layout
 1. Engine 4-1 (Attack-City)
 2. Engine 4-2 (Attack-District)
 3. Engine 4-3 (Supply)
 4. Brush - 4 (Wildland Fire)
 5. Tanker 4 (Water Supply)
 7. Rescue 4 (Rescue/Support)
 8. Rescue 41 (Rescue/Support)
 9. Truck 4 (Personnel Transport)
 10. Tanker 4-2 (Water Supply)
 11. Tanker 4-3 (Water Supply)
 12. 401 (Command)

- III. Operation of Portable Equipment On Apparatus
 1. Location
 2. Type
 3. Pre-Check
 4. Ignition
 5. Maintenance / Fuel
 6. Power Supply

IV. Engine Assignments

1. Discuss engine assignment chart and reasons for various response requirements. (Recruit should have chart in handbook.)

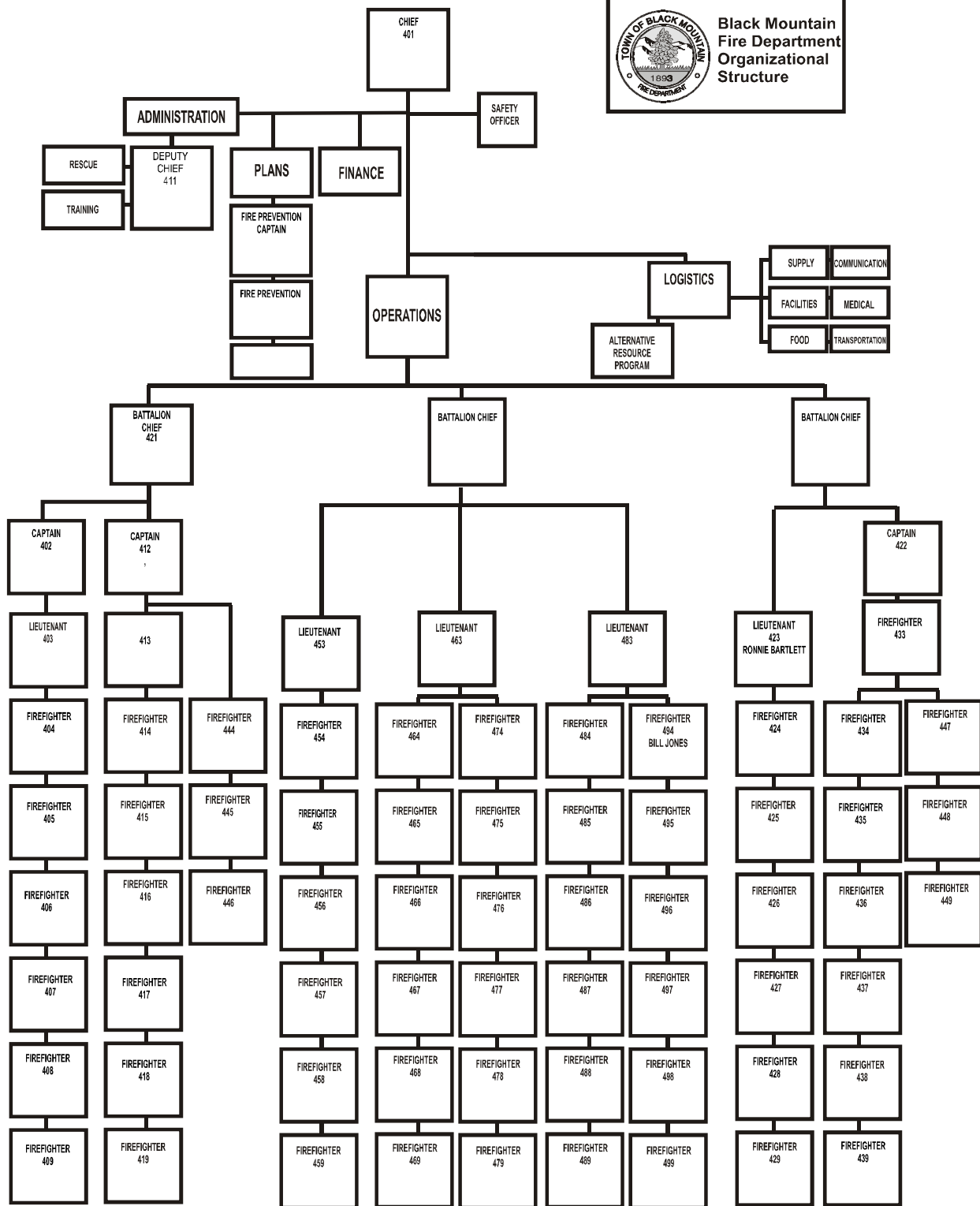
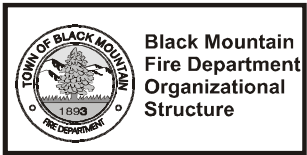
SESSION OUTLINE

SESSION 5 DEPARTMENTAL MAINTENANCE

- I. Fire Department Layout
 1. Museum
 2. Maintenance Bay
 3. Apparatus Bay
 - Cleaning Supplies
 - Hazardous Waste Area
 - Hose Cleaning
 - Ice Machine
 4. Day Room
 5. Kitchen
 6. Crew Sleeping Quarters (men)
 7. Shower and Bath Room (men)
 8. Crew Sleeping Quarters (women)
 9. Meeting Room
 10. Mechanical Room
 11. Training Room
 12. Exercise Bay
 13. Deputy Chief/Training Officer
 14. Lobby
 15. Fire Prevention Officer
 16. Fire Chief
 17. Dispatch Room

5-1

- II. Housekeeping Duties
 1. House Rules (see SOP, Sect. 2)
 2. Housekeeping (see SOP, Sect. 6)



C:\ARTWORK\FIREARTORGCHART 01/05/2000

see board in hall for current chart

Black Mountain Fire Department

RECRUIT EQUIPMENT LIST

NAME: _____

RADIO NUMBER: _____

COMPANY COMMANDER : _____

	BRAND	MODEL	SIZE	LENGTH
HELMET				
COAT				
PANTS				
BOOTS				
GLOVES				
MONITOR		SERIAL#		

ENGINE ASSIGNMENTS

DISTRICT 1 INSIDE CITY	FIRST ALARM	SECOND ALARM	THIRD ALARM
STRUCTURE FIRE	ENGINE 4 ENGINE 4-3 RESCUE 4 TANKER 4	ENGINE 4-2 ENGINE 61	ENGINE 6 ENGINE 11-2 ENGINE 9 ENGINE 22 TO STATION
VEHICLE ON I-40	ENGINE 4	TANKER 4	
ALL DISTRICTS	ENGINE 4 TANKER 4		
BRUSH	BRUSH 4 TANKER 4 TRUCK 4	ENGINE 4 NCFS	SWANNANOVA RICEVILLE {SPECIFY}
MOTOR VEHICLE ACCIDENT	ENGINE 4 RESCUE 4 Rescue 41 OUT FIRST IF EMS IS OUT	SWANNANOVA {SPECIFY AIR BAGS IF NEEDED}	
FIRST RESPONDER	Rescue 41	RESCUE 4	TRUCK 4
INCOMPLETE 911	ENGINE 4		

DISTRICT, 2, 3, & 4	FIRST ALARM	SECOND ALARM	THIRD ALARM
RESIDENTIAL FIRE	ENGINE 4-2 TANKER 4 RESCUE 4 TANKER 4-2	ENGINE 4-3 TANKER 6	ENGINE 6-3 TANKER 11 {SPECIFY}
BUSINESS, MERCANTILE, ASSEMBLY, EDUCATION	ENGINE 4 ENGINE 4-3 TANKER 4 RESCUE 4 SWANNANOVA F.D. TO BMFD IF WORKING FIRE	TANKER 4-2 TANKER 6	ENGINE 11 ENGINE 9 ENGINE 22 TO STA.
VEHICLE	ENGINE 4-2	TANKER 4	
BRUSH	BRUSH 4 TANKER 4 TRUCK 4	ENGINE 4-2 TANKER 4-2 NCFS	SWANNANOVA RICEVILLE {SPECIFY}
MOTOR VEHICLE ACCIDENT	ENGINE 4-2 RESCUE 4 Rescue 41 OUT FIRST IF EMS IS OUT OF DISTRICT	SWANNANOVA {SPECIFY AIR BAGS}	
FIRST RESPONDER	Rescue 41	RESCUE 4	TRUCK 4
INCOMPLETE 911	ENGINE 4-2		

MUTUAL AID REQUEST	
ENGINE REQUEST	ENGINE 4-3 & 5 MAN CREW
TANKER REQUEST	TANKER 4 OR TANKER 4-2
BRUSH FIRE REQUEST	TRUCK 4 WITH 5 MAN CREW
MANPOWER REQUEST	5 MEN OR 2-5 MAN CREW

A-4

A-6

A-6

RECRUIT DATA SHEET

1. Name
2. Address
3. Phone (Home) (Business)
4. Birthdate
5. Age
6. Occupation
7. Work Hours
8. Marital Status
9. Spouse Name
10. Assigned Unit No.
11. Captain
12. Lieutenant
13. Hobbies
14. Firefighting Experience
15. Medical Problems

SESSION AND DRILL OBJECTIVE COMPILATION SHEET

Hrs. Date Completed Preceptor \ Instructor Recruit

Session 1

Drill 1

Session 2

Drill 2

Session 3

Drill 3

Session 4

Drill 4

Session 5

Drill 5

Station Duty
24 Hours,
(3 Hrs. House
Keeping)

Total Hrs.

Incident Command

Bloodborne
Pathogens

Hazardous
Materials

Physical

Vaccination
Refusal

Total
Program
Hours
B-2

EVALUATION OF PRECEPTOR

1. Was he knowledgeable?
2. Was he clear with instruction?
3. What would you like to see more time dedicated to?
4. Was he available when needed?
5. Was there an area that too much time was spent on?
6. Did he encourage your success?
7. Did he cover everything in the recruit handbook?

Comments:

EVALUATION OF PROGRAM
(By Preceptor)

1. Did the handbook help the program to flow?
2. What subjects, if any should be added or expanded?
3. Did the recruit handbook complement the program?
4. Do you feel the program is adequate?
5. Do you feel the preceptor training is adequate?
6. Do you feel all the needed resources were available to you?
7. What were weaknesses of the program?
8. Would you be willing to teach preceptor instruction?
9. Do you feel the preceptors responsibilities are too demanding?

Comments:

EVALUATION OF RECRUIT

1. Did he seem interested to learn?
2. Does the recruit have any problems which are not consistent with Fire Department Policy?
3. Did the recruit have ample time to give for the program?
4. Was he receptive to instruction?
5. Was he punctual?
6. Do you feel he has successfully completed the program?
7. Do you feel with further instruction the recruit will make a competent firefighter?
8. Do you feel the recruit has leadership capabilities?

Comments: