

Welcome To The

SALEM FIRE DEPARTMENT

Junior Firefighter Program



New Members Booklet

New Member,

As the Coordinator of the Junior Firefighter Program, I would like to take this opportunity to welcome you as a Junior member of the Salem Fire Department! For many, this program will be the first step in their career to the fire service, whether volunteer or paid. I honestly believe that you, as an active participant in this program are the future of this fire department, and a hero of tomorrow.

When people do not know where to turn for help, quite often their response is to call the local fire department. They expect us to fix their emergency, or to at least make things better for them. Therefore, the firefighter has traditionally performed many tasks other than just fighting actual fires, and is held in high esteem by many people. As a member of the Junior Program, people will look to you as a representative of this department. Therefore it is important to follow the code of conduct and to be courteous and respectful to all, especially when wearing your uniform.

As a new member of the Junior Program, you will be required to participate in trainings, meetings, drills, fundraising events and station projects. There are also many other activities and opportunities available to you, that I hope you will take advantage of.

As a member of this department I take a great deal of pride in it and the community that surrounds it. You will be expected to do the same. As a member; strive for excellence; be the best that you can; be proud of what you are doing it for; promote department pride by example; and most of all have fun and be safe. Again from myself and the Chief, as well as the entire Salem Fire department, we welcome you.

Sincerely,

The Cadet Captain of Salem Fire Department,
Junior Firefighter Program

Mission and Values

The *Salem Fire Department* and its *Junior Firefighter Program* work in cooperation to **Educate, Protect and Serve** the youth of Salem and surrounding communities.

The following statements are upheld by the Salem Fire Department:

MISSION STATEMENT

To maintain a safe environment for youth to gather within the community to learn about many aspects of the fire service and to provide avenues for positive social interaction for youth within the program, and for youth within the community.

VISION

We will be a model for fire departments with Junior Firefighter youth programs to introduce the young community to the fire service and to provide a safe environment for social activities for youth within our community.

CORE VALUES

Recognizing the dedication, skill and value of all members, we will create and maintain an environment of individual safety, well-being and trust. We are guided by: ***Service to Others, Team Work, Compassion, Integrity, Safety, Honesty, Accountability, Professionalism and Respect.***

COMMITMENT TO THE COMMUNITY

The members of the Salem Fire Department Junior Firefighter Program demonstrate commitment to our community through:

- Providing an opportunity for youth to serve the community.
- Respectful and courteous treatment of all people.
- Accountability for our actions.
- Open honest communications.
- Educating peers about fire safety and prevention.
- Providing a safe environment for youth activity within the community.

Code of Conduct

As a member of the Salem Fire Department Junior Firefighter program, you are expected and required to:

- Abide by all of the Standard Operating Procedures and all other rules and regulations of the Active Department, as well as those of the Junior Firefighter Program.
- Conduct yourself in a professional and courteous manner that will reflect well upon you and the entire department, especially when in uniform.
- Demonstrate honesty, fairness and integrity.
- Treat all people with courtesy and respect.
- Recognize the value and worth of each individual.
- Dress respectfully and modestly at department functions that you attend (ie: dances, Juniors picnic, etc.)

- Refrain from cussing, cursing or using otherwise foul language while in uniform, at the station, and while participating in department functions.
- Work as a team with others.
- Participate in training, meetings, and fundraisers.
- Obey the chain of command.
- Wear your uniform when coming to the station and any department functions that you help with.

- Always bring required gear to trainings.
- Always bring your PAT tag with you to the station and department functions.
- Notify an advisor or parent in charge (if assigned) upon arrival and departure from the station and department functions.
- Immediately report any problems to an Advisor or parent in charge (if assigned).

PAT Tags

Personal Accountability Tags (PAT Tags) are ID cards that are used in the fire service to keep track of people during an Incident. These tags typically have an ID number, rank, and the department with which they are affiliated. These tags are given to the officer in charge of the crew, who in turn may hand them to an accountability officer, depending on the incident size. If a firefighter gets injured or lost, the information on the PAT tag can be used to identify the injured or missing firefighter, and to access other important information about the firefighter.

In the Junior Program, we have implemented the PAT tag system to keep track of members at any Junior event. The tags for the Junior members will have their Junior program ID number.

The Junior is expected to bring their PAT tag with them ANY time they are coming to the station and also any other time that they are meeting for a Junior event. The Junior will hold on to these tags until they are collected by a officer, an Advisor or a parent in charge. At the end of each event, the Junior member is responsible for picking up their PAT tag before leaving.

Meetings and Trainings

Trainings are held on the 2nd Tuesday of every month from 7:00 p.m. until 9:00 p.m., unless otherwise stated. There will be a meeting of the Junior Fire Department before every training. Additional training is available every Thursday night with the core firefighters from 7:00 p.m to 9:00 p.m.

Meetings are generally conducted by the Junior Captain or a Director. They are generally informational and Junior Program business is discussed and may be voted on.

The training program for the Junior Firefighters is structured to introduce Junior members to the fire service. Junior members that join the regular department are at an advantage since the Junior Program introduces them to the tools and skills that are used in firefighting and Emergency Medical Services (EMS). During training, you will learn about firefighting, Emergency Medical Services (EMS), the use of tools, and related skills. You will also learn how to work as a team and HAVE FUN!

Quite often the training will include some physical or hands on activity and/or class lesson. At times, an educational field trip may be substituted for the regularly scheduled training.

Your PAT Tags and any Personal Protective Equipment (PPE) that has been issued to you must be brought to each training/activity.

Personal Protective Equipment will also be provided for you. The Personal Protective Equipment consists of the following:

- Safety Goggles
- Hearing Protection
- Protective Gloves
- Fire Helmet
- Pants
- Coat
- Boots

You are responsible for the care and upkeep of your safety equipment. All equipment **MUST** be kept at Station 1 and brought to training events or activities that require their use.

**Salem Fire Department
Permission Form
For
Junior Firefighter Program Participants**

I, _____ (Parent/Guardian) give full permission for _____ son/daughter to participate in the Junior Firefighter Program under the direct supervision of the Salem Fire Department Junior Firefighter Cadet Captain, Fire Chief, and all ranking officers at all times while participating or assisting in any fire department activities.

Before being accepted into the Junior Firefighter Program, the applicant and parent/guardian must attend the orientation meeting with the Cadet Captain and Fire Chief. This meeting will detail what is allowed and expected of each junior member.

It must be understood it is the sole responsibility of each parent/guardian to carry proper insurance for their son/daughter whether it be primary insurance or accidental insurance. We do encourage parental input and at any time feel free to call the Cadet Captain or Fire Chief with any concerns or creative ideas.

The Salem Fire Department will foster this program to shape and mold young firefighters in hopes of a full career of service to our fire department or other department within the fire service. We place high importance on satisfactory performance in their public or private education. At any time your son/daughter has less than satisfactory results at school the Cadet Captain must be notified.

Junior Firefighter Cadet Captain Date

Fire Chief Date

Parent/Guardian Date

Parent/Guardian Date

Salem Fire Department Junior Firefighter Program Application

Please Print using Black or Blue Ink.

1) Name _____ Phone Number _____

1a) Address _____ Birthdate _____

1b) Email Address _____

2) Do you have your parent's permission to apply to be a Junior Firefighter? Yes No

3) Parent/Guardian Name _____ Phone Number _____

3a) Address _____

3) Parent/Guardian Name _____ Phone Number _____

3a) Address _____

Emergency Contacts

4) Name _____ Phone Number _____

4a) Name _____ Phone Number _____

Medical Information

5) Doctor _____ Phone Number _____

5a) Hospital _____ Phone Number _____

5b) Medical Conditions _____

5c) Allergies _____

5d) Do you take any medication? Yes No

5e) If Yes, list the medication and what condition it is for: _____

Background Information (use another sheet of paper if more space needed)

(A background check will be done as well, a felony will prevent anyone from becoming a member of the SFD)

6) Have you ever been arrested, ticketed, fined, or suspended from school, etc? (Felonies, Traffic Tickets, Misdemeanors, etc)

Yes No

a) If Yes, Please list the date(s) and what the charge(s) were/was:

Additional Information (use another sheet of paper if more space needed)

7) What interests you the most about becoming involved with the Salem Fire Department?

8) Please list other activities, in detail, that you are involved in (Sports, Volunteer Work, Church, etc):

Applicant Signature and Date

Parent Signature and Date

Parent Signature and Date

SFD Use:

Fire Chief Approval _____

Parental Consent

My son/daughter, _____, has my permission to be a Junior Firefighter with the Salem Fire Department. I give my consent to allow him/her to be a Junior Firefighter and do not hold the Salem Fire Department or its members responsible for any actions caused by my son/daughter that is not under the direction of an Officer.

Junior Firefighter Signature and Date

Parent/Guardian Signature and Date

Parent/Guardian Signature and Date

Contract of Understanding

I and my son/daughter have read ALL of the Junior Firefighter Guidelines and understand the guidelines set up to outline the purpose of the Junior Firefighters. I and my son/daughter understand that Junior Firefighters serve as supporters of the Salem Firefighters to learn the basics of Firefighting and to prepare to become a full member at the age of 18. I and my son/daughter understand that Junior Firefighters are to follow all instructions from members of the SFD and that the general standard of conduct is to act in the manner of a professional. I and my son/daughter understand that he/she is expected to be courteous and respectful of other members (Junior and Regular) and to all citizens as they are representing the Salem Fire Department. I and my son/daughter understand there is a "zero tolerance" policy regarding drug and alcohol use. I and my son/daughter understand that by signing this Contract of Understanding we are declaring that any violation of the guidelines is grounds for immediate dismissal. I and my son/daughter understand that any acts that violate the guidelines and that are illegal by state law will be referred to the Saline County Sheriff's Department.

Junior Firefighter Signature and Date

Parent/Guardian Signature and Date

Parent/Guardian Signature and Date

Acknowledge Receipt of Guidelines

I acknowledge that I and my son/daughter have received a copy of the Salem Fire Department Junior Firefighter Program Guidelines and have reviewed them prior to signing these documents.

Junior Firefighter Signature and Date

Parent/Guardian Signature and Date

Parent/Guardian Signature and Date

I acknowledge that the above received a copy of the Salem Fire Department Junior Firefighter Program Guidelines and Salem Fire Department Standard Operating Guidelines.

Fire Chief Signature

Date

SALEM FIRE DEPARTMENT

We hope the following will answer any of your questions that were not answered in your Junior's *New Member Packet*.

SUPERVISION

Junior Firefighters interact with Firefighters, Emergency Medical Technicians (EMTs) and Paramedics and gain experience in a firehouse environment. The programs Advisors offer students advice on the skills, responsibilities and educational requirements for fire and emergency services careers. The Cadet Captain and the advisors are all trained firefighters and/or EMTs.

DROPPING OFF AND PICKING UP YOUR CHILD

Drop off:

- Please make sure that an advisor is present before dropping off your child. The Juniors are not to be on firehouse property without an advisor present.
- Please let an advisor know if someone other than a parent is picking up your child. Please provide written list of all authorized parties at time of application.

Picking up:

- **Please make sure to pick up your child on time!** This goes for any function, whether it's training, fundraiser or public service activity.

EMERGENCY CONTACT INFORMATION

Please update your emergency contact and medical information whenever changes occur.

PARENTAL HELP

Any time that you can help at a function is greatly appreciated, even if it is only for an hour or so. We would like to have as many parents involved as possible. It is a great way to interact with your child and their friends. As long as a parent stays, siblings are welcome to attend. You do not need to contact anyone or sign up to help at a function; just show up...the help is always needed and appreciated.

FUNDRAISERS

Fundraisers are an important part of the Junior program. Without them we would not be able to do all that we do. The money that the Junior program raises goes towards purchasing gear and uniforms, training material, and the upkeep for the Junior van.

PARENT MEETINGS

Parent are welcome to attend meetings held on the 2nd Tuesday of each month at 7:00 pm in the training room at Salem Station #1 . This is a good way for the parents to ask questions and offer opinions about the Juniors program and to find out what's coming up with the Juniors.

BECOME A MEMBER

Parents can also join the Salem Fire Department as an Supervisor, Active, or Ladies Auxiliary member.

Supervisor - member who is not trained in fire, rescue, or EMS; helps at fundraisers, committees and other functions. For more information contact Juniors advisor.

Active Member - member who will be trained in fire, rescue and/or EMS; helps at fundraisers, committees and other functions. For more information contact Juniors advisor.

Ladies Auxiliary Member - member who is not trained in fire, rescue, or EMS; helps at fundraisers, committees and other functions. For more information contact *Junior Advisor*.

QUESTIONS

If you have any questions, please feel free to contact *Denice Carpenter, Cadet Captain at 501-860-8920* or one of the advisors or the main station at 501-794-2707.

Standard Operating Guidelines

Junior Firefighter Program

- Junior members must be at least 14 years of age to join and can participate until 18 years of age.
- Junior Members will undergo an application and interview process. Interviews will be conducted by at least 3 officers of the department with parent present.
- Junior members must submit to a background investigation and drug screening as a condition of joining the program.
- Junior members should maintain at least a “C” average in their middle or high school coursework, and produce documentation of the same at the time they sign up. The department will monitor this on a quarterly basis and documentation must be provided each time. If parents wish higher grade requirements may be implemented, their word will always be the last in these cases. In the event a junior members school work falls below a “C” average, he or she will be placed on probation until the grade returns to a “C”. Probation will consist of limiting of functions; junior member will not be allowed to participate in any operational functions such as calls or special events.
- Junior members under 18 years of age must always obtain permission from the parent or legal guardian to participate in our programs.
- Junior members report directly to Station 1 for all calls they are activated and available for, as well as for all other general assignments and activities.
- Junior members will receive classroom training in core areas of interest with classes focused on CPR, communications, general fire, rescue and EMS education, and fire safety and prevention.
- Junior members will be required to complete a training period consisting of 6 weeks orientation and complete the following courses: Salem Fire Departments INTRO, PPE, and Wildland Fire courses. As well as AHA CPR, FIRST AID, and ICS 100, 200, 700, and 800 before they will be allowed to respond to activation calls.
- Junior members may participate in the following activities:
 - Parades or Special Events
 - Fundraising Events
 - Training
 - General Standby
 - Fire Safety / Prevention Education and Activities
 - Meetings
 - Support Functions

- Junior members should attend regular monthly meetings or events for youth program participants. These may include basic training coursework, a fixed activity such as one of those listed above, or other activity with the department. If junior member misses 3 monthly meetings in a row they will be removed from the program.
- Junior members may only perform support or auxiliary work at fireground operations, such as providing refreshments to the first responders well outside of the “hot zone” or operational area.
- Junior members may not operate any fire department vehicle.
- Junior members and their parent or guardian must sign a waiver that includes full disclosure of risks and releases the department from all liability.
- Junior Members and parents will be notified via text message in the event of a call which cadets may respond too. The message will state the nature of the call and the time transport will leave Station 1. Address of call will not be given.
- No junior member will go direct to the scene. Unless in the company of a responding parent who is also an active member of the department.
- Junior members may not ride any department apparatus that is running under emergency conditions. Unless accompanied by a parent/department member in control of that apparatus. If an officer is aboard apparatus; permission must be obtained from that officer.
- Junior members may ride on department apparatus running under non-emergency conditions after obtaining permission from the Officer aboard and in command of that apparatus or the Driver of that apparatus if no officer is aboard.
- Junior members will always have a direct supervisor assigned to them. All orders, task and information must be relayed through said supervisor.
- If a junior member is asked to perform a task from someone other than said supervisor the junior member should relay the order to their supervisor and wait for approval.
- Junior Members must report to Station 1 before the stated time, transport will not wait. Members who miss transportation should standby at station 1 only if a designated supervisor is present at the station. Remain at station 1 until alternate transport is provided by department or companies return to service. Unless instructed otherwise.
- During the school year Junior member response will be limited to the hours of 1530 – 1900 on school days and 0800- 1900 on Weekends all Junior members will be released from the scene by 2000.
- During school break periods response window will be 0800 – 2000 all junior members will be released from scene by 2100.

- All junior members will be expected to adhere to the general rules of conduct.
- Violations of the rules of conduct will result in disciplinary actions to include verbal warnings, written warnings, extra duties, or removal from program. Disciplinary action will be a 3 step process unless the violation is deemed to be severe enough.
- Cadet Officers will consist of 1 Cadet Captain and 1 Cadet Lieutenant. These positions will be filled as needed. Cadets must apply for position and be interviewed and appointed by the officers of the department.
- Duties of the cadet officers will include administrative functions such as keeping records of attendance, leading meetings, and other duties as assigned by the cadet program supervisors.
- Cadet officer positions will have a term limit of 6 months. At the end of the 6 month term, outgoing cadet officers must wait at least one 6 month period before re-applying for an opening officer position.