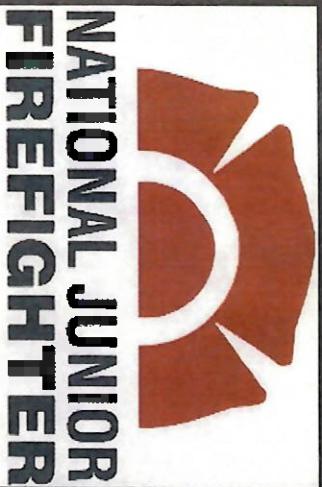


National Junior Firefighter Program

The National Volunteer Fire Council's (NVFC) National Junior Firefighter Program supports fire and emergency service departments by fostering relationships and engaging youth in learning about, and ultimately becoming, members of the emergency services



Hanover Fire Department
Station 2
13325 Old Pueblo Rd
Fountain, Colorado
80817

Junior Firefighter Program



Captain John Cole
Outreach and Prevention
Tel: 719-648-0420
Hazmatcole4005@gmail.com



Opportunity

As the Coordinator of the Junior Firefighter Program, I would like to take this opportunity to welcome you. For many, this program will be the first step in the career of the fire service, whether volunteer or paid.

As a new member of the Junior Program, you will be required to participate in trainings, meetings, fundraising events and station projects.

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; and most of all have fun and be safe. Again from myself, the Chief, and the entire department we welcome you.

Captain John Cole

Junior Meetings and Trainings

Junior Firefighter Trainings are held on the 2nd Saturday of every month from 9:00 am-12:00 pm. In your first year on the department you will receive training in Incident Command System (ICS) , Basic Firefighting and first aid.

Department Training

As a Junior Member you are also encouraged to attend regular member trainings on Tuesday evenings from 7:00pm-9:00pm working hand in hand with our members and completing station duties.

Monthly Department Meetings

1st Tuesday-Business Meeting

3rd Tuesday—Medical In Service Training

4th Tuesday - Fire Training

5th Tuesday— Fire Training

Fundraising and Outreach

Junior Members will also be required to attend our monthly fundraising breakfast held on the 2nd Sunday of every month and assist in community outreach and fire prevention as needed.



The Junior Firefighter Program will allow you to learn valuable skills in the Fire and Emergency Services Field, working hand in hand with members of the Hanover Fire Department.



Hanover Fire Department

Junior Firefighter Manual

Revised 01/23

Junior Firefighter Program Application

Please Print using Black or Blue Ink

Name _____ Phone Number _____

Address _____ Birthdate _____

Email Address _____

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

Parent/Guardian Name _____

Phone Number _____

Address _____

Emergency Contacts

Name _____

Phone Number _____ Relation _____

Name _____

Phone Number _____ Relation _____

Medical Information

Doctor _____ Phone Number _____

Hospital _____ Phone Number _____

Medical Conditions _____

Allergies _____

Do you take any medication? Yes No

If yes, list the medication and what condition it is for:

Background Information (use another sheet of paper if more space is needed) (A background check will be done as well; a felony may prevent anyone from becoming a member of the HFD)

Have you ever been arrested, ticketed, fined, etc.? (Felonies, traffic tickets, misdemeanors, etc.)

Yes No

If yes, please list the date(s) and what the charge(s) was/were:

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

What interests you the most about becoming involved with the Hanover Fire Department?

Please list other activities, in detail, that you are involved in (sports, volunteer work, church, etc):

Parental Consent

My son/daughter, _____, has my permission to be a Junior Firefighter with the Hanover Fire Department. I give my consent to allow him/her to be a Junior Firefighter and do not hold the Hanover Fire Department and First Responders 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

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 Hanover Firefighters to learn the basics of firefighting and to prepare to become a full member, if they so desire. I and my son/daughter understand that Junior Firefighters are to follow all instructions from members of the HFD 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 Hanover 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.

Junior Firefighter Signature and Date
Acknowledge Receipt of Guidelines

Parent/Guardian Signature and Date

I acknowledge that I and my son/daughter have received a copy of the Hanover 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

I acknowledge that the above received a copy of the Hanover Fire Department Junior Firefighter Program Guidelines.

Fire Chief Signature and Date

Junior Firefighter Program

INFORMATION FOR PARENTS/APPLICANTS

SUPERVISION

Junior Firefighters interact with firefighters, emergency medical technicians (EMTs) and paramedics and gain experience in a firehouse environment. All junior members will be assigned a mentor (same sex whenever possible). The Program's advisors/mentors offer students advice on the skills, responsibilities and educational requirements for fire and emergency services careers.

DROPPING OFF AND PICKING UP YOUR CHILD

Dropping off: Please make sure that an advisor/mentor is present before dropping off your child. The juniors are not to be on firehouse property without an advisor present.

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.

BREAKFASTS

Hanover Fire Department hosts a community breakfast monthly as a fundraiser for the department. Junior members are encouraged to attend and work this event. Parents are also welcomed to attend the Department's breakfasts regardless of home location. Breakfasts are usually held the second Sunday of the month from 7:00 a.m. till 10:00 a.m., year-round.

MISSION AND VALUES

The Hanover Fire Department and its Junior Firefighter Program work in cooperation to educate, protect, and serve the youth of Hanover and surrounding communities. The following statements are upheld by the Hanover 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 Hanover Volunteer 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 Hanover Volunteer Fire Department Junior Firefighter Program, you are expected and required to:

- Abide by all 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.
- 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.
- Notify an advisor or mentor in charge upon arrival and departure from the station and department functions.
- Immediately report any problems to an advisor or mentor in charge

GRADES

All Junior Firefighters must maintain a "C" average which will be validated by a grade report submitted to their Mentor monthly. If a junior member falls below a "C" average, the junior member will be placed on probation for 30 days or until their grades are brought above the "C" average requirement. During probation, junior members are encouraged to continue with participation as much as possible without interruption to school progress.

RESPONSE TO CALLS

Junior members may respond to calls according to their level as outlined below. However, junior members may not respond to calls between the hours of 9:30pm and 5:00am unless the next day is not a school day. Parents must bring junior member to the calls to approve the firefighter that will be escorting the junior member on calls.

ON-DUTY SHIFTS

Junior members may pull shift at the fire station according to their level as outlined below. Day Shifts can only be pulled on non-school days. Overnight shifts are approved if mentor is present for the shift and the next day may not be a school day. All shifts must be pre-coordinated and approved by the mentor, Station Captains, the firefighters on duty, and the parents. At no point will a junior member be left at the station alone.

MEETINGS AND TRAININGS

Trainings and meetings are held on Tuesday weekly from 7:00 pm to approximately 9:00 pm, unless otherwise stated. There is also one Saturday Training per month from 8:00am to 12:00pm

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, 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 lesson.

The following is the uniform that **MUST** be worn during trainings/meetings unless otherwise specified:

- Navy blue uniform pants
- Junior Department t-shirt
- Black closed-toe footwear

In addition, any Personal Protective Equipment (PPE) that has been issued to you must be brought to each training.

UNIFORMS & PROTECTIVE EQUIPMENT

Name Bar, Station Patch Badge Uniforms and protective equipment are issued to Junior members by the Equipment Manager. All issued items remain the property of the Hanover Fire Department and must be surrendered upon termination of the membership.

A uniform will be issued. The uniform includes:

- Class B blue shirt (for parades/public functions)
- Navy blue pants
- Department patch (affixed to the above shirt)
- T-shirt (for trainings/other functions)

Black closed toe footwear, name bar and black belt must be purchased by each individual. You are responsible for the care and maintenance of your uniforms. They are to be worn when participating in any departmental function or activity where you will have contact with members of the public.

Uniforms are also required to be worn during training, unless told otherwise by an Officer. The uniform is NOT provided for your daily wear. It is NOT to be worn while off duty except to travel to and from the station.

Personal protective equipment (PPE) will also be provided for you.

The PPE consists of the following:

- Safety glasses
- Hearing protection
- Protective gloves
- Fire helmet
- Turn-out pants
- Turn-out coat • Boots
- Wildland Shirt
- Wildland pants
- Wildland shelter

You are responsible for the care and upkeep of your safety equipment. All equipment MUST be brought to training events.

JUNIOR'S POINT SYSTEM

Points are used to monitor participation and interest in the program. Awards and privileges may also be given based upon the level of points earned. A lack of points may indicate that participation and interest in the program are not satisfactory.

- Meetings – 1 point per meeting
- Training – 1 point per training
- Fire Department Activities – 1 point
- Fundraisers – 1 point per hour and ½ point per ½ hour
- Community Outreach – 1 point per hour and ½ point per ½ hour

Points will only be awarded if the junior firefighter logs their time in the Junior Firefighter Logbook

Assignments are based on points. To advance to the next level you must reach the point's requirement and 50% of the points must be from training/shifts. Note: No points will be earned if placed on probation.

0-25 Points

- In-House Training Only
- Will Not respond to calls
- Can perform 4-hour day shifts with pre-coordination with mentor and on-duty staff

25-50 Points

- May respond to calls such as traffic accidents, medical calls, and can perform rehab/auxiliary duties on fire calls
 - **Must have 2 Active Firefighters or 1 active Firefighter AND 1 Officer**
- Can pull overnight shift with mentor present according to guidelines

50-100 Points

- All Previous tasks
- Can respond to fire calls to work exterior and perimeter ONLY
- Can respond to wildland calls to work outside of hot zone
 - **Must have 1 Active Firefighter or 1 Officer Present**

100 Points + Demonstration of knowledge of skills, approved by Mentor and 100% Officer Approval

- Can respond to all calls
- Can work duties (outlined in Junior FF Program) on fire scene as assigned by command
 - **Must have 1 Active Firefighter Present**

MILITARY TIME CONVERSION

12:00 a.m.	0000 hours	12:00 p.m.	1200 hours
1:00 a.m.	0100 hours	1:00 p.m.	1300 hours
2:00 a.m.	0200 hours	2:00 p.m.	1400 hours
3:00 a.m.	0300 hours	3:00 p.m.	1500 hours
4:00 a.m.	0400 hours	4:00 p.m.	1600 hours
5:00 a.m.	0500 hours	5:00 p.m.	1700 hours
6:00 a.m.	0600 hours	6:00 p.m.	1800 hours
7:00 a.m.	0700 hours	7:00 p. m.	1900 hours
8:00 a.m.	0800 hours	8:00 p.m.	2000 hours
9:00 a.m.	0900 hours	9:00 p.m.	2100 hours
10:00 a.m.	1000 hours	10:00 p.m.	2200 hours
11:00 a.m.	1100 hours	11:00 p.m.	2300 hours