



Rogers Fire Department Standard Operating Procedures

Policy Title:	ARFF Team Annual Training Plan		
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PURPOSE

The purpose of this policy is to establish the process for the development and implementation of the Rogers Fire Department Aircraft Rescue and Firefighting Annual Training Plan (ARFF-ATP). This plan serves as a guideline for the annual Aircraft Rescue and Firefighting team (ARFF) training calendar and communicates to all SOT members the training that will occur throughout the calendar year.

PROCESS

The development of the ARFF-ATP is the responsibility of the ARFF Coordinator and shall be completed during the 4th Quarter of each year. It shall be the responsibility of the ARFF coordinator to establish topics of instruction for bi-annual ARFF training sessions as well as any other specified training for the ARFF-ATP during this period. This process will include assigning personnel for each subject of instruction, specifying instructors, and identifying agencies that will be utilized each training session or course that will be delivered. This process will allow adequate time for instructors to prepare the training materials to be delivered and any resources to be considered within the annual budget process.

The ARFF-ATP will serve to balance the training across all disciplines in order to meet current and future operational needs and emergency response capability of the organization. It shall take into account the guidance of the Fire Chief, best practices from across the nation, current state of the department, and deficiencies noted in the ARFF annual evaluation process.

The Deputy Chief of Special Operations and Training (DFC-SOT) will coordinate with the ARFF Coordinator to establish minimum ARFF training standards during the development of the ARFF-ATP. This will allow the minimum ARFF training standards to coincide with the topics assigned via the ATP.

The development of the ARFF-ATP will also take into consideration the subject matter and needs of the Rogers Fire Department Annual training Plan (ATP).

The ATP will detail the training as specified in Standard Operating Procedure 141 - Annual Training Plan. The subject matter for ARFF within the ATP is determined by the ARFF Coordinator with approval from the training committee.

The DFC-SOT and the ARFF Coordinator will also establish evaluation processes to coincide with the ARFF-ATP according to Standard Operating Procedure 651- ARFF Team Annual Evaluations. These evaluations will serve to identify areas of deficiency within the ARFF training program as well as deficiencies in individual's performance. Results of each evaluation process will be examined by the DFC-SOT with abnormalities or concerns brought to command staff for consideration and potential recommendations