



Rogers Fire Department Standard Operating Procedures

Policy Title:	Aircraft Rescue and Fire Fighting Training Requirements		
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PURPOSE

Rogers Fire Department's Aircraft Rescue and Fire Fighting Team (ARFF) strives to provide the highest quality training possible for its team members. This SOP will provide the framework for delivery ARFF Team training.

POLICY

Training for the ARFF team will be scheduled on a quarterly basis as required by SOP 603 Aircraft Rescue and Firefighting Team Organization. These quarterly training sessions will continue throughout the course of the year with subjects and dates determined within the Annual Training Plan (ATP). These meeting will be scheduled by the ARFF Coordinator. Instructors will be designated by the ARFF Coordinator from the team members, outside entities, or Subject Matter Experts (SMEs).

The ARFF training sessions be held from 9:00 am – 5:00 pm or as scheduled within the ATP. This schedule may change upon the discretion of the ARFF Coordinator and the approval of the DFC-SOT.

ARFF Team Training

The team training will be in accordance with the ATP. This plan will be established prior to January of each year in accordance with Standard Operating Procedure 653 Aircraft Rescue and Fire Fighting Annual Training Plan.

ARFF Members will be required to complete Job Performance Requirements (JPR) based on the following NFPA Standards:

- NFPA 405: Standard for Recurring Proficiency of Airport Fire Fighters
- NFPA 1002: Standard for Fire Apparatus Driver/Operator Professional Qualifications
- NFPA 1003: Standard for Airport Fire Fighter Professional Qualifications

It is the responsibility of all ARFF members to ensure that all requisite skills and competencies are being performed at the highest level possible and any deficiencies that they have are self addressed prior to training or emergency response. The ARFF ATP will ensure that all members receive the required training in order to perform their duties in accordance with the established performance standards established for all members. It is also the responsibility of each shift ARFF members to ensure that all members coordinate all training for task books and quarterly team training sessions.

The ATP accounts for training to be completed in the following formats:

- ARFF Annual Task Book
- ARFF Minimum Training Standards
- Prescheduled Annual Training Sessions
- City Wide ARFF Training
- Minimum Company Standards
- Impromptu Response Drills / Scenarios

All requisite skills and knowledge will be clearly defined in the ARFF Annual Task Book and delivered throughout the course of the year by qualified members of the ARFF team, or by instructors brought in from outside entities.

It will be the responsibility of the ARFF Coordinator and each ARFF Captain to maintain each ARFF member's task book and to ensure they can proficiently perform the requisite skills and knowledge. Each member's ARFF Task Book will be reviewed at the end of each year to ensure that they have met the training requirements for the year and that any deficiencies in required training are addressed on an individual basis.

Training by the ARFF team will be available for all members and regular members of the Rogers Fire Department. All reasonable efforts will be made to accommodate the ARFF members but assigned training is a personal responsibility. If a training date is missed it falls on the individual to make arrangements to obtain the skills missed by the assigned due date. This includes all elements of training within the ATP. Individuals failing to meet the training requirements established shall be subject to dismissal from the ARFF.

Skill Proficiency

Members of the ARFF team shall demonstrate proficiency in Aircraft Rescue and Fire Fighting disciplines on an annual basis. This proficiency exam will include random skill stations and a written exam to be administered by the ARFF Coordinator. These evaluations will be completed in accordance with SOP 651 ARFF Team Annual Evaluations.

A study guide will be provided to all ARFF members who are eligible for the annual examination process at least one month prior to testing to ensure that they are adequately prepared and are aware of the materials they will be tested

in. The written examination may include any information covered in team training, or written assignments throughout the current calendar year. The tests may be in any format. A passing grade of 80% is required by all ARFF Members. These examinations will also be required of the ARFF Coordinator.

Practical exams will also be chosen and administered by the ARFF Coordinator and the Deputy Chief of Special Operations and Training (DFC-SOT) and will be graded on a pass/fail basis. These skills will be based on the proficiency for the particular skill. Any skills required for emergency response at the technician level is eligible for use during the practical examination. The practical skills examination will include a combination of individual and team level skills.

All proficiency exam results will be kept private. Only the individual ARFF member, Team Coordinator, and Chief Officers are entitled to the test results.

All proficiency exams will be reviewed by the DFC-SOT before their administration. All results of proficiency exams will be verified by the ARFF Coordinator and the DFC-SOT. The Team Coordinator will be made aware of training deficiencies that are identified during the evaluation process.

If a member is unable to successfully complete any aspect of the annual evaluation process, the remediation process will begin immediately. The individual will only re-test the areas that were identified as deficient. However, if the DFC-SOT determines that the individual's requisite skills and knowledge are deficient, the individual may be required to repeat the entire evaluation process. Gross deficiency in skill can be cause for immediate removal from the team.

The ARFF Coordinator will provide the remediated individual with a list of the skills to be re-tested. The failing member will be allotted a thirty (30) day period to seek additional training opportunities and subsequently achieve a passing test. Any ARFF resources requested by the individual will be made available by the ARFF Coordinator. At the end of the remediation period the member will be re-tested using new materials that test the same knowledge and skills that the individual was deficient. The re-examination will be administered using the same standards and processes as above. If during the second evaluation, the skills are not successfully completed, the member will be removed from the ARFF team.