



Rogers Fire Department Standard Operating Procedures

Policy Title:	Special Operations Quarterly Training Program		
Policy Number:	631	Volume:	Special Operations
Approved By:	Tom Jenkins	Last Updated:	January 2014
CAFI Reference:	8A.4	CAAS Reference:	N/A
Revision Summary:	Created – April 2011 Formatted – May 2012 Revised – November 2012 Revised – January 2014		

PURPOSE

The purpose of this policy is to establish and provide framework for a quarterly training program for Rogers Fire Department personnel qualified for Special Operations.

POLICY

Special Operations qualified personnel will be required to complete quarterly training objectives. Quarterly training objectives will be provided to all Special Operations personnel in the general form of a task book. Special Operations personnel will be responsible to complete their quarterly objectives prior to the end of each quarter. Proficiency standards for quarterly objectives will be identified by Special Operations Captains and organized by the Training Captain – SOT. Proficiency in knowledge and skills contained in quarterly objectives may be formally evaluated.

SOT quarterly training standards are designed to validate competency in SOT required skills, as well as identify deficiencies or training needs at the individual or department level. Quarterly training will ensure that all Rogers Fire Department Special Operations personnel routinely demonstrate competency in Special Operations disciplines. The following National Fire Protection Association Standards will be emphasized through this program:

- NFPA 472 Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents
- NFPA 1006 Standard for Technical Rescuer Professional Qualifications
- NFPA 1670 Standard on Operations and Training for Technical Search and Rescue Incidents

Process

Input for specific standards to be included in the quarterly training standards will be provided by the Special Operations Captains, developed by the Training Captain – SOT, and approved by the Deputy Fire Chief – SOT. These standards will be provided

to SOT Captains, who will review them with their assigned crew. Individual Special Operations Members will be responsible to complete their individual standards. Special Operations Captains will be responsible to ensure their company completes all standards.

It is the responsibility of all SOT members to ensure that skills and competencies are being completed in the safest manner possible. Safety in all phases of training is the prime consideration and shall not be compromised for speed.

Standards

SOT quarterly training standards will focus on the requisite knowledge and requisite skills contained within applicable NFPA standards and specific disciplines tasked to Special Operations. Standards may be best accomplished by an individual or multiple individuals functioning as a crew. It will be at the discretion of Special Operations Captains to determine how standards are accomplished.

Standards will be considered successfully completed when a Special Operations Captain verifies that each member of their crew have all necessary knowledge and are individually able to perform each standard. Special operations personnel are also expected to be proficient in emergency operations. Specific performance standards will be included in quarterly standards when applicable; time standards will be viewed as guidelines and will not be used if safety is compromised. Unacceptable performance of any standard will be addressed by repeating any necessary standard until proficiency is demonstrated. If consistent improvement is not witnessed by a Special Operations Captain, they should retrain the individual and/or company until proficiency is demonstrated. In the event proficiency is not achieved by an individual or crew, all members unable to demonstrate proficiency will be referred to the Training Captain – SOT for reeducation. Individual and crew proficiency may be evaluated following each quarterly standard period.

If a Special Operations Captain has any concern regarding individual or crew completion of any element of the Special Operations quarterly training, they will immediately notify the Deputy Fire Chief of Special Operations and Training (DFC-SOT) of their concern(s).

Documentation

The Training Captain - SOT will be responsible for ensuring the completion of all components of the Special Operations quarterly standards. Documentation of Special Operations training standards will be maintained within each individual's training file for the remainder of their career.