

Cape Elizabeth Fire Department Policy & Procedure Manual

Policy:	Cape Elizabeth Fire Department Student Program		
Section:	Personnel		
Policy #	6.10	Date Effective:	04-01-2013

PROGRAM PURPOSE

To share learning experiences that will contribute to the student's growth and preparation for adulthood.

To observe and assist as directed in the providing of emergency services to the residents and visitors of the Town of Cape Elizabeth.

To provide an opportunity for our younger citizens to understand and appreciate the importance and value of civil service in the life of our community, while contributing an important public service to those in need.

PROGRAM ORGANIZATION

The Chief Officers, Company Captains and a Student Coordinator(s) from each company shall oversee the Student Program. The Chief Officers have oversight over the entire program while the Captains and Coordinators oversee the aspects of the specific team the student is assigned to.

The Chief Officers' responsibilities shall include:

- Making sure a written approval form signed by the student member and their parent(s)/guardian(s) allowing them to be licensed as a First Responder or EMT, and to participate in the Student Program, and to respond to Emergency calls with The Cape Elizabeth Fire Department is on file at The Cape Elizabeth Fire Department's Town Center Station in their personnel file.
- Ensuring the student member and their parent(s)/guardian(s) receive copies of The Cape Elizabeth Fire Department Student Program and associated relevant Maine Bureau of Labor, Child Labor Laws, Maine EMS guidelines, etc. materials, and that a copy is kept on file at The Cape Elizabeth Fire Department Town Center Station.
- Communicate with Southern Maine EMS and Maine EMS regarding the Student Rescue Program and participants.
- Ensuring all student members, their parent(s)/guardian(s), and eligible Senior Members have received training in the Standard Operating Guidelines of their respective student program.
- Ensure the Student Program Guidelines are followed, and reviewed annually or as needed.

The Company Captain's and Coordinator's responsibilities shall include:

- Ensure the Student Program Guidelines are followed.
- Delegate student coordinators to serve as mentors for each student program.

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- Resolve any disputes or issues that cannot be settled by the student member and other members' efforts.

Officers and Senior Members responsibilities shall include:

- Overseeing the welfare and actions of the student member on all emergency calls, nonemergency calls, training exercises, and routine maintenance operations.
- If a scene is deemed unsafe, they shall direct the student member to go to a department vehicle, where the student member shall remain until the scene is secured.
- Ensuring patient care is provided according to the Maine EMS protocols and standards of care, and within the Scope of Practice of the provider's license.
- Helping improve the Student member's familiarity with equipment, guidelines and procedures.
- Debriefing each call, care provided areas for improvement, things well done, and documentation issues, as an After Action Review for each call.
- Initiating a Critical Incident Stress Debriefing if there is a need to ensure the physical and psychological well-being of any and all members involved.
- Discussing with the student coordinator any issues of concern regarding the Student member's performance or attitude.

The Student Program will be limited in membership to ten (10) student fire fighters, eight (8) student rescue members, and four (4) WETeam apprentices from educational institutions and homeschooled students residing within Cape Elizabeth with a formal student program agreement with the Cape Elizabeth Fire Department.

The Student Program has a closed enrollment period that is open during the beginning of the school year. Students that wish to join the Student Program must complete an application by the close of the application period in order to be considered for the interview process.

PROGRAM MEMBERSHIP REQUIREMENTS

1. Minimum 16 years of age by the close of the application period.
2. Completed parental/legal guardian permission form.
3. Demonstrated emotional maturity and good citizenship.
4. Compassion for human life and ability to relate well to others at all levels.
5. Ability to accept responsibility and direction from established authority.
6. Complete a medical physical examination submitted by licensed physician, physician assistant or nurse practitioner.
7. Complete Student Program training requirements.
8. Meet requirements on attendance for drills, meetings and response to emergency calls.

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PROGRAM MEMBER FUNCTIONS

1. Under direct supervision of officers and senior members respond to related emergency calls during school hours, with parental permission.
2. Under direct supervision of officers and senior members respond to related emergency calls after school hours.
3. Under direct supervision of officers and senior members assist the Department with Public Education programs or other events of a public orientation where large amounts of personnel are required or desirable.
4. Under direct supervision of officers and senior members assist with search operations and exercises that require a large number of personnel to effectively conduct.
5. Attend related training with Department & Student Program personnel.
6. Assist the Department with related work details and general house keeping of stations, apparatus & equipment.

PROGRAM RULES & REGULATIONS

1. Parental permission is required for response during school hours along with agreement from educational institution officials.
 - a. Student Program personnel will return to class as soon as senior members release them.
 - b. All Cape Elizabeth High School Student Program personnel will sign in at main office upon being relieved from the call.
 - c. Failure to return to school will result in disciplinary action.
2. To comply with Maine State Labor Law, persons under 18 years of age will be prohibited from working between the hours of 10:00 p.m. to 7:00 a.m.
3. Emergency calls and other Department activity notifications will be received by radio pager and text page (optional) system alerting the student that he/she is needed.
 - a. Pagers will be set to tone activation mode while at school.
 - b. The monitoring of any other public safety receiver of any kind by a Student Program member during school hours is prohibited.
 - c. Students that are enrolled in educational institutions who do not have agreements that allow for a response from school will not carry their radio pagers while at that educational institution.
 - d. Students will utilize the www.iamresponding.com system to indicate their response to all emergency calls.
4. Students will remain in the program until graduation; they may not become regular employees of the Department until they have graduated (or achieved a GED) and reached their 18th birthday. When a student reaches the age of 18 but has not graduated from High School, they will remain in the program until they are 20 years of age, when they will be discharged from service.
5. A Student may only be a member of one student team. If a student wishes to change to a different student team they will need to do so at the beginning of the next application period.

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6. Known use of alcohol, tobacco products, and/or other illicit substances by Student Program members is prohibited.
7. Student Program members will follow all rules and regulations of the Department and obey all orders of the chief officers, officers, senior members and student coordinators of the Department.
8. Student members are not authorized to operate department vehicles. This includes the usage of student members to be spotters for backing and for traffic control. No activities related to roadways and traffic control is permitted.
9. Student Program members are not to display warning devices of any kind, i.e. courtesy red lights, four-way flashers, horns, etc.
10. Student Program members will respond with the flow of traffic observing legal speed limits and all other traffic laws at all times.
11. Student Program members will respond to the station unless otherwise directed. Student rescue members cannot respond direct to an emergency scene, they must respond by department vehicle.
12. Student Program members will not respond to emergency calls, work details, meetings, trainings or other functions during the following periods:
 - a. When a student is suspended or expelled from school and/or school functions.
 - b. When a student is absent from school for the day he/she is absent.
 - c. Scheduled tests, quizzes, and/or mandatory presentations.
 - d. Midterm and final examination week.
13. It is the intention of this program to create as little disturbance as possible to the normal classroom activity. Therefore, it shall be the responsibility of the student member to make up, after school or during study periods with the approval of instructors, all class work that may be missed by responding to a call during class time. It is to be clearly understood by all members that Student Program involvement is not an excuse to be relieved from the responsibility of being a good student, rather it is to be considered by student, principal and educator as an extracurricular activity of enormous importance to our community that may result in an occasional absence by the student.
14. All meeting and trainings will be after school hours.
15. Student Program members will not respond to the following types of calls:
 - a. Calls involving friends or immediate family members,
 - b. Located at Cape Elizabeth Schools or sports fields
 - c. Emergency Medical calls involving known:
 - i. Attempted or actual suicide
 - ii. Behavioral & psychiatric emergencies
 - iii. Cardiac arrest & deaths
 - iv. Drug overdose
 - v. Domestic violence
 - vi. Significant trauma (may include motor vehicle collisions)
 - vii. Violent crime scenes,
 - viii. Weapons on scene,

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- d. Calls outside the Town of Cape Elizabeth.
 - e. Civil disturbances.
 - f. Hazardous materials or weapons of mass destruction (WMD)
16. In order to respond to emergency calls, attend training and assist in Department events, a student member must have passing grades in all subjects.
17. Students must provide a copy of semester and year-end grades to the Student Coordinator for review.
18. Discipline will be in accordance to the Cape Elizabeth Fire Department Procedures Manual, the agreement between the educational institution and the Department, and the Town Personnel Code.
- a. The Company Captain and Student Coordinators will review all disciplinary issues involving a Student Program member.
 - b. The Company Captain and Student Coordinators will recommend a course of disciplinary action to the Chief of Department.
 - c. Final decisions regarding discipline lie solely with the Fire Chief and Town Manager.
19. Any student member may request a CISM debriefing be done for a call if they feel it is warranted and necessary. The student member should immediately notify a student coordinator, senior member, officer or chief officer. Student coordinators, chief officers, officers, and senior members should immediately activate the Southern Maine EMS CISM team if so requested by a student member.

PROGRAM SELECTION PROCESS

In the beginning of the school year, the Student Coordinators of each team will post signs at the Cape Elizabeth High School with dates for informational sessions regarding their team. These meetings may be combined with other teams meetings within the Program.

The Captains & Student Coordinator(s) will ensure that literature is available to students of other educational institutions and will have the information posted on the Town of Cape Elizabeth website.

Applications for membership into the Student Program will be accepted until the posted close date.

The Captains and Student Coordinators will review applications and schedule interviews with the applicants.

Students will be interviewed and selected by the Chief Officers, Company Captains & Student Coordinators from the interview process and assigned to the Program.

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PROGRAM TRAINING REQUIREMENTS

Students will have to complete a basic overview program before they begin to respond to emergency calls and/or Department events. The following training requirements are in effect for all Student Program members:

- Orientation (Informational Night) to the Cape Elizabeth Fire Department Student Program (includes Parent / Guardian)
 - Parent/Guardians and student members must receive the following:
 - Cape Elizabeth Fire Department Student program policy
 - Labor laws related to child welfare.
 - Contact information for the Fire Chief, Deputy Chief(s), and student coordinator(s).
- Confidentiality & HIPAA
- OSHA Blood Borne Pathogen Training & Hepatitis-B vaccination
- OSHA Airborne Pathogen Training & Tuberculosis test
- OSHA Respiratory Standards & Fit test
- Sexual Harassment Training
- Hazardous Materials: Awareness Training
- Weapons of Mass Destruction: Awareness Training
- Command Structure & Incident Command System
- Emergency Scene Safety
- Personal Protective Equipment
- Maine Bureau of Labor laws related to child labor:
http://www.maine.gov/labor/labor_laws/wagehour.html
<http://www.mainelegislature.org/legis/statutes/26/title26ch7sec0.html>
<http://www.mainelegislature.org/legis/statutes/26/title26sec773.html>
www.mainelegislature.org/legis/statutes/26/title26sec774.html
www.mainelegislature.org/legis/statutes/26/title26sec782.html
<http://www.safeteen.org/>
- U.S. Department of Labor laws related to child labor:
<http://www.dol.gov/>

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Reference: Maine Bureau of Labor Standards Junior Firefighters (Includes EMS & WETeam)

Minors who are 16 and 17 MAY:

- Ride as a passenger in the cab of a fire truck or in an emergency vehicle;
- With proper training, fight ground fires when they are directly supervised, except ground fires which involve an existing “crown fire” exposure;
- Perform patient care (for which they are licensed) in an emergency vehicle or at the scene of an accident or other emergency.
- Attend and take part in supervised training.
- Participate in fire department functions within the rehabilitation area of an emergency scene. This could include setting up the engine, assisting in water supply efforts, and other support functions, which do not expose the Junior Firefighter to hazardous areas or atmospheres.
- Pick up hose and clean up at the fire scene after it has been declared safe by the Incident Commander.
- Enter a structure only when accompanied by an adult firefighter once the structure has been determined safe by the Incident Commander.
- Perform search and rescue activities, other than structural firefighting.
- Operate a fire pump located outside the danger zone at the direction of the Incident Commander.
- Use pressurized hose lines if properly trained, under the direction of an Incident Commander, and out of the danger area.

Minors who are 16 and 17 MAY NOT:

- Perform fire suppression involving structures or vehicles.
- Drive fire department or emergency vehicles.
- Respond with operating red lights (drive any vehicle, including their own car with attached operating red lights) to the scene of a fire or emergency.
- Perform firefighting “overhaul” activities (except when the structure has been declared safe by the Incident Commander and then only with adult firefighter).
- Respond to Hazardous Material events (except for support functions within the cold zone).
- Perform any activity (except training), which involves the use of self-contained breathing apparatus.
- Participate or assist in any extrication activities at the scene of an accident or emergency (except in the capacity of a support function).
- Participate in any activities at the scene of an accident or emergency where fire is involved, unless they are performing support functions from outside the danger area.
- Participate in actual “ice rescue” activities, but may provide assistance within any designated rehabilitation area or as a support member on dry land only.
- Direct traffic at the scene of a fire or other emergency.

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STUDENT FIREFIGHTER PROGRAM

The Student Firefighter Program exposes the student to the vocation of fire fighting.

Student Firefighters will be issued structural firefighting equipment, a radio pager and trained in the skills needed to fight various types of fire, vehicle extrication and rescue and many other specialized rescue techniques.

Students are supervised by senior personnel when responding to emergencies, training and other Department activities.

Students will be trained in many techniques that would place them in a hazardous environment, but will not operate in hazardous environments until they are stabilized by senior firefighters and the incident commander has declared them safe for entry.

STUDENT FIREFIGHTER FUNCTIONS

1. Functions as outlined by the Student Program.
2. Assist with the flagging and related upkeep of fire hydrants.
3. Assist with the clearing of fire hydrants after snowstorms.
4. Student Firefighters are limited to support operations under the direction of and officer or senior Firefighting personnel.

STUDENT FIREFIGHTER PROGRAM RULES & REGULATIONS

1. All rules & regulations as indicated for the Student Program.
2. Student firefighters must attend 80% of all student meetings, drills, and other scheduled events.
3. Student firefighters are prohibited from performing direct fire suppression operations related to structural & vehicle firefighting.
4. Student firefighters will not enter burning buildings and/or structures until the incident commander has declared the building safe for entry. The student must be under the direct supervision of a senior firefighter when entering such structures.
5. Student firefighters will only operate in the staging & support aspects of hazardous material incidents, vehicle extrications, or other specialized rescue operations.
6. Student firefighters will not ride outside the enclosed cab of any piece of apparatus.
7. Student Firefighters will attend truck checks at their assigned station whenever available or so assigned by the Student Coordinator to ensure familiarity with the various apparatus.

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STUDENT FIREFIGHTER PROGRAM SELECTION PROCESS

The Student Firefighter Program is authorized to have up to ten (10) members. The members will be evenly split and assigned to Town Center Fire Station and Cape Cottage Fire Station.

STUDENT FIREFIGHTER PROGRAM TRAINING REQUIREMENTS

Student Firefighters must complete the following training in addition to the training already prescribed to all Student Program members.

- Maine Bureau of Labor Basic Fire School
- NFPA Firefighter I (*Optional*)
- NFPA Firefighter II (*Optional*)

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STUDENT RESCUE PROGRAM

The Student Rescue Program is designed to expose students to the field of emergency medicine.

Students will work in teams and respond to medical emergencies with trained emergency medical technicians who will supervise their interaction with patients.

Students will be issued a uniform coat and radio pager and receive training in the skills of cardiopulmonary resuscitation, first aid and for those interested in furthering their knowledge they may continue on and become emergency medical technicians themselves.

Understanding that many types of medical emergencies can expose a student to various traumatizing events, the Student Rescue Program limits the student from responding to emergencies that involve known psychiatric concerns, suicide, attempted suicide, cardiac arrest, drug overdoses, and serious trauma.

STUDENT RESCUE CLASSIFICATIONS

Student Rescue Observer

A student observer is defined as any student enrolled at Cape Elizabeth High School or a student that resides within the Town of Cape Elizabeth between the ages of 16-20 years of age and is currently being homeschooled or attends a private high school. Student observers must apply, be accepted in to, and maintain membership in the Cape Elizabeth Fire Department Student Rescue Program. Student observers are only permitted to observe patient care, they may not assist with or perform patient care.

Junior Emergency Medical Technician (EMT)

A student member is a person between the ages of 16-18 who has completed a Maine EMS approved licensure course and is licensed as a First-Responder or EMT. Student member's must apply, be accepted in to, and maintain membership in the Cape Elizabeth Fire Department Student Rescue Program

STUDENT RESCUE FUNCTIONS

1. Functions as outlined by the Student Program.
2. Maintain a journal for Student Coordinator review.
3. Observe Emergency Medical Technicians rendering patient care.
4. Provide Emergency Medical Care (if licensed by Maine EMS) under the direction of an Emergency Medical Technician.
5. All Junior EMT patient care reports will be reviewed during the quality improvement process

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STUDENT RESCUE PROGRAM RULES & REGULATIONS

1. All rules & regulations as indicated for the Student Program.
2. The Student Rescue Program must also abide by all directives put in place by Maine Emergency Medical Services.
 - a. Student rescue members must respond to the station, and may only respond to the scene in a department vehicle with a senior member, officer or chief officer.
 - b. The student rescue coordinator is the assigned “mentor” for all student rescue members.
 - c. Officers and senior members, that are acting as crew leader, have the right to refuse a student member on any call.
3. Student Rescue members must attend 80% of all student meetings, drills, and other scheduled events.
4. Student Rescue members may not respond to calls at the Cape Elizabeth High School, to ensure that confidentiality is maintained.

STUDENT RESCUE PROGRAM SELECTION PROCESS

The Student Rescue Program is authorized to have up to eight (8) members.

STUDENT RESCUE PROGRAM TRAINING REQUIREMENTS

Student Rescue members must complete the following training in addition to the training already prescribed to all Student Program members.

- Cardiopulmonary Resuscitation (CPR)
- Basic First Aid
- First Responder/Emergency Medical Responder (*Optional*)
- Emergency Medical Technician (*Optional*)

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WETeam APPRENTICE PROGRAM

The WETeam Apprentice Program is designed to expose students to the field of water & high-angle specialized rescue.

Students will work with trained WETeam technicians who will supervise their response to emergencies and training.

Students will be issued a uniform coat and radio pager and receive training in the skills of line tending, ice rescue, surf rescue, watercraft rescue, swift water rescue, high-angle rescue, rappelling and various other technical rescue techniques.

WETeam APPRENTICE FUNCTIONS

1. Functions as outlined by the Student Program.
2. WETeam Apprentices are limited to support operations under the direction of senior WETeam personnel.

WETeam APPRENTICE PROGRAM RULES & REGULATIONS

1. All rules & regulations as indicated for the Student Program.
2. WETeam Apprentices must attend 80% of all student meetings, drills, and other scheduled events.
3. WETeam Apprentices are prohibited from engaging in direct ice rescue operations. They are permitted to assist with staging & support aspects.
4. WETeam Apprentices will only operate in the staging & support aspects of specialized rescue operations.

WETeam APPRENTICE PROGRAM SELECTION PROCESS

The WETeam Apprentice Program is authorized to have up to four (4) members.

WETeam APPRENTICE PROGRAM TRAINING REQUIREMENTS

WETeam Apprentices must complete the following training in addition to the training already prescribed to all Student Program members.

- WETeam Core Training Modules