

City of Winter Park Fire-Rescue Standard Operating Guideline

430.01

**Title: Required Training and Company
Fire Inspection Program**

**Date Issued: December 6, 2005
Date Last Revised: NEW
Revision Number: NEW
Total Pages: 2**

Purpose: To establish guidelines for the required time to be spent for in-service training, company fire inspections and pre-fire planning.

Scope: Obviously, it is impossible to set hard-and-fast guidelines for these activities knowing the nature of this business, however, when minimum amounts of time are required to complete a number of exercises or inspections it will be the responsibility of the Company Officer and Battalion Chief to see that these assignments are completed.

General:

430.01.01. Emergency Services Training

Each employee is required to maintain a personal level of competence to safely and successfully complete his or her assignments. The Company Officer is required to ensure the training for their particular unit or units to maintain the highest level of professional readiness. The Operations Section through the Assistant Chief / Operations is responsible for providing direction, equipment and records keeping for all employees.

Each shift will be assigned a Training Coordinator who will be responsible to be the liaison between Operations and the shift. Training Coordinators will work in tandem to ensure that monthly training requirements are understood and completed, to include all required documentation.

430.01.02. Company Fire Inspection Program

Each Company will be required to perform a pre-determined number of fire inspections during a specific period of time. The Administration and the Office of the Fire Marshal will adjust the number of inspections required by each company. These inspections shall be conducted in a timely fashion and may be completed at any time during a particular month.

The original company assigned to conduct the inspection will perform the first 2 re-inspections. Any further action should be directed to the Office of the Fire Marshal.

430.01.03. Company Pre-Fire Planning Program

All personnel should take every opportunity to become aware of any and all special situations that occur in their area that could be affected by fire. A Pre-Fire Plan Worksheet should exist for all commercial buildings. Plans should consist of, but not be limited to, location of building, area familiarization, water sources, fire suppression systems and hazardous chemicals. In addition, the plan should include the initial fire attack plans for each expected situation.

Company Officers are responsible for educating themselves and their personnel in these situations and to drill on any expected plans.

A specific number of pre-fire plans are required during a time period, although each Company Officer is required to become as familiar with and train on each expected situation as needed.

430.01.04. Records

A roster of attendance and activity for training, pre-fire planning and company fire inspections must be input into the electronic training roster system with the roster being forwarded or available to the Assistant Chief / Operations. Additionally, all training activities done by any shift or company shall be input into FirePrograms or other RMS being utilized by the agency.