

NEW BRITAIN FIRE DEPARTMENT



OFFICIAL NOTICE

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Subject:

General Ops 22 – Daily Training Requirements

Authority of:

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Please see the attached new SOP: General Operations 22 - Daily Training Requirements.

NEW BRITAIN FIRE DEPARTMENT STANDARD OPERATING PROCEDURE

	DAILY TRAINING REQUIREMENTS	Number: 22
		Date Issued: Sept 4, 2026
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AUTHORITY OF: Fire Chief		

1.0 INTRODUCTION

This policy establishes a standard operating procedure for the daily training requirements of all suppression personnel. A standardized training schedule and curriculum has been assigned to ensure compliance with department, state, and OSHA, NFPA, and ISO standards and enhance operational readiness. Every effort will be made to provide personnel with dedicated training periods each shift where they are out of service to focus on the required training.

1.1 INTENT

This policy aims to improve operational capabilities consistently throughout the department by providing equal opportunity for all suppression personnel to complete their daily training requirements. Of the mandated minimum of 2-hours of training per shift, 1 hour shall be devoted to hands-on training to ensure critical skills are being developed.

1.2 PROCEDURE

The Deputy Chief of Training shall ensure that the department calendar is updated to reflect the proper training schedule. The Shift Commander, in consultation with the Deputy Chief of Training, will adjust this schedule as required to meet other departmental and operational needs. (i.e. Public Events, Apparatus Maintenance, etc.)

Each weekday, company officers shall check the department calendar and verify the daily training schedule. The training schedule is organized into a 7-part rotation with 4 time slots (see Appendix A for the Daily Training Rotation).

The time slots are 90 minutes to account for set-up and clean up. The intent is to achieve at least 1 hour of impactful, uninterrupted, hands-on training. Company officers are to refer to the Department's Annual Training Matrix to identify the monthly topics and their associated JPRs, as well as the immediate action drills (see Appendix B for the Annual Training Matrix).

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Two companies are assigned to each time slot. This small-group format allows for maximum sets and reps. Each company will have the opportunity to work with every other company during the cycle of the training schedule. The AM and PM sessions are evenly distributed throughout the cycle.

The time slots and company assignments are subject to change, based on operational and organizational demands, and inclement weather. The Shift Commander, in consultation with the Deputy Chief of Training, maintains the authority to modify the schedule to meet the needs of the department and ensure the safety of personnel. No changes to the daily training schedule shall be made without approval of the Shift Commander. Every effort shall be made to adjust this schedule, versus cancellation of a training session.

Note: When a probationary firefighter is detailed to another company, priority should be given to pairing up that company with their regularly assigned company; allowing their company officer to be involved in their training. Priority should also be given to completing their Probationary Firefighter Task Book.

The default location shall be the Training Division. However, company officers may obtain approval from the Shift Commander, if an appropriate alternative location is identified. Companies shall go offline and ensure they arrive on time. Companies shall remain offline for their scheduled training session and not be responsible for emergency response during this period unless a confirmed working fire is dispatched.

The other hour of mandatory training shall be slated for driver training, area and building surveys, in-house training, or additional hands-on training.

The weekends and major federal holidays (New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving, Christmas Eve, Christmas Day, and New Year's Eve), are omitted from the training schedule.

Note: The training rotation shall not advance on omitted days.

The 2-hour daily minimum still applies to all other Saturdays and Sundays. Due to the demands of additional duties assigned on Saturdays, company officers shall have the opportunity to plan their training accordingly. Additionally, Officers shall have the discretion to determine the training activities on Sundays, and will not be required to meet the hands-on requirement.

Note: All training must be coordinated through the Shift Commander for accountability and scheduling purposes.

1.3 ADMINISTRATION

The Training Division shall oversee the administration of all training activities, including documentation, compliance, curriculum development and execution. The Training Division shall coordinate the scheduling of all training activities with the Shift Commander on duty. The Training Division shall ensure the Daily Training Rotation is posted on the department's training calendar, and the Annual Training Matrix is updated as needed. The Training Division shall

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perform quarterly audits to ensure the minimum training hours are being met, and work with the Shift Commanders to address any deficiencies.

Company officers shall be responsible for documenting all training activities in the company log and on the electronic training management system (e.g., Vector/Target Solutions). All records are to be completed as soon as possible, and shall be submitted by the end of shift. Company Officers shall be responsible to ensure that their regularly assigned personnel are current with their training assignments. At the start of each shift, Officers shall check the training status of the working personnel and ensure any assigned or overdue assignments are addressed during the shift.

Shift commanders shall oversee the company officers to ensure the daily training requirements are being met, in addition to addressing any specific training needs of their assigned personnel. Shift commanders shall manage the daily training schedule to ensure all operational and organization needs are met.

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APPENDIX A

Rotation 1

- 0900–1030: E1 – L2
- 1030–1200: E4 – E8
- 1300–1430: E2 – L1
- 1430–1600: E5 – E7

Rotation 2

- 0900–1030: E4 – E5
- 1030–1200: E1 – L1
- 1300–1430: E2 – E7
- 1430–1600: L2 – E8

Rotation 3

- 0900–1030: E1 – E8
- 1030–1200: L1 – E7
- 1300–1430: L2 – E5
- 1430–1600: E2 – E4

Rotation 4

- 0900–1030: L1 – E4
- 1030–1200: L2 – E2
- 1300–1430: E1 – E7
- 1430–1600: E8 – E5

Rotation 5

- 0900–1030: E7 – E4
- 1030–1200: E8 – E2
- 1300–1430: E1 – E5
- 1430–1600: L1 – L2

Rotation 6

- 0900–1030: E5 – E2
- 1030–1200: E7 – L2
- 1300–1430: E8 – L1
- 1430–1600: E1 – E4

Rotation 7

- 0900–1030: E7 – E8
- 1030–1200: E5 – L1
- 1300–1430: E4 – L2
- 1430–1600: E1 – E2

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APPENDIX B

JANUARY TRAINING

FIRE/RESCUE DISCIPLINE

Rope & Water Rescue

JPRs:

- Roles & responsibilities
- Rope care, maintenance & documentation
- Knots & anchors
- Lowering & hauling
- Patient packaging
- PPE donning, use & maintenance
- Triangulation & "Reach-Throw-Go"
- Ice sled & rescue sling
- OATH & hand signals

EMS DISCIPLINE

Environmental Emergencies

JPRs:

- Cold-/heat-related emergencies signs & symptoms
- Cold-/heat-related emergencies treatment
- Drowning/submersion treatment
- Lightning injuries/electrocution treatment
- Scene safety

PROFESSIONAL DEVELOPMENT

Human Performance & Coaching

JPRs:

- Performance Triad
- Stress-Performance Curve
- Acute stress response & hyperarousal
- Down-regulation & co-regulation
- Stress inoculation training
- Developing resiliency
- Addressing deficiencies
- Providing feedback

Immediate Action Drills (IAD)

ENGINE

2½-inch handline stretch for a porch fire

LADDER

28-foot ground ladder throw to a 3rd floor window for ventilation

SCBA

Masking up (<25-seconds)

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STANDARD OPERATING PROCEDURE**

FEBRUARY TRAINING

FIRE/RESCUE DISCIPLINE

Haz-Mat & F-500

JPRs:

- RAPID 5-Step Process
- Product identification & research
- Establishing control zones
- Detection devices & readings
- Rules of disengagement
- Dike, Dam, Divert
- TKO Nozzle & inline eductor F-500 operations
- Decontamination methods & procedures

EMS DISCIPLINE

Pediatrics & Geriatrics

JPRs:

- Pediatric-specific diseases/emergencies & treatment
- Pediatric anatomy differences
- Pediatric Assessment Triangle
- Pediatric vital signs & sudden decompensation
- Consent & advance directives
- Geriatric-specific diseases/emergencies & treatment
- Communication & treatment barriers
- Identifying abuse & mandated reporting procedures

PROFESSIONAL DEVELOPMENT

Accountability & Air Management

JPRs:

- EasyStaff digital riding list for the SDI software
- Accessing the SDI software on the Getac ruggedized tablet
- Setting up & accessing the SDI software on the Teguvar device
- SDI software functionality
- Ensuring MSA HUB is activated
- Assigning units by location & task
- Documenting benchmarks
- Sending tactical alerts
- Tracking air telemetry
- Mayday procedures

Immediate Action Drills (IAD)

ENGINE

Standpipe dry (“apartment”) stretch

LADDER

24-foot ground ladder throw to the roof

SCBA

Mask replacement on a downed firefighter using the RIT bag

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STANDARD OPERATING PROCEDURE**

MARCH TRAINING

FIRE/RESCUE DISCIPLINE

Ventilation

JPRs:

- Inlets & outlets & flow types
- Stack effect & reverse stack effect
- Location – Amount - Timing
- Vent for Extinguishment, Search & Access
- Wind-Impact, Hoarding, Deep-seated/Below-grade
- Natural vent – Mechanical vent – Hydraulic vent
- Flat vs. peaked roof operations
- Communication – Control - Competence

EMS DISCIPLINE

Shock & Seizures

JPRs:

- Types of shock & causes
- Shock signs & symptoms & treatment
- Types of seizures & causes
- Seizure treatment
- Postictal state
- Scene safety

PROFESSIONAL DEVELOPMENT

Thermal Imagers

JPRs:

- Detection & image production
- Types of heat emitters & emissivity
- Modes & settings
- Temperature polarity & color spectrum
- Scan sequence & mapping/assessing the space
- Limitations & failure points
- Troubleshooting

Immediate Action Drills (IAD)

ENGINE

1¾-inch handline dry stretch to a
2nd floor landing (A-side stairwell)

LADDER

24-foot ground ladder throw to 2nd
floor window for rescue

SCBA

Connecting the air line from the
RIT bag to the Universal Air
Connection (UAC)

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STANDARD OPERATING PROCEDURE**

APRIL TRAINING

FIRE/RESCUE DISCIPLINE

Ladders

JPRs:

- Commands
- Tying off the halyard
- Leg & arm locks
- Single firefighter carries & throws
- Two firefighter carries & throws
- Bangor ladder carries & throws
- Ladder placement for roof access, rescue & vent
- Roof ladder deployment

Immediate Action Drills (IAD)

ENGINE

1¾ coupling drop stretch from the
4th floor balcony

LADDER

45-foot ground ladder throw to the
4th floor window for rescue

SCBA

Masking up (<25-seconds)

EMS DISCIPLINE

Stroke & Behavioral Emergencies

JPRs:

- Stroke vs. transient ischemic attack (TIA)
- Stroke signs & symptoms
- Cincinnati Prehospital Stroke Scale
- Stroke treatment
- Main factors of behavioral changes
- Behavioral/situational crises
- Scene safety & de-escalation

PROFESSIONAL DEVELOPMENT

Radios & Mobile Repeaters

JPRs:

- Radio functionality & procedures
- Emergency Activation Button (EAB)
- Portable radio Bluetooth pairing/connectivity with SCBA
- Accessing mutual aid banks on portable radios
- Mobile repeater functionality & procedures

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MAY TRAINING

FIRE/RESCUE DISCIPLINE

Standpipe Operations

JPRs:

- Types of standpipe systems
- Packing & deploying standpipe bundles
- Dry (“apartment”) vs. wet (“stairwell”) stretch
- Dressing/flushing outlets & troubleshooting
- PRDs vs. PRVs
- FDC dressing & troubleshooting
- Overcoming out of service FDCs
- Identifying fire location & fire attack stairwell
- Creating an area of refuge & door control

EMS DISCIPLINE

Pregnancy & Childbirth

JPRs:

- Pregnancy complications
- Stages of labor
- Contractions & crowning
- Preparing for delivery
- Assisting with delivery
- Delivery complications
- Care for the newborn & mother

PROFESSIONAL DEVELOPMENT

Size-Up & Communication

JPRs:

- Before the incident
- Dispatch reports & notes
- Pre-plan information
- Reading Access – Building – Conditions
- Brief arrival report
- Performing a 360
- Fire location & extent
- Condition – Actions – Needs report
- Communication benchmarks

Immediate Action Drills (IAD)

ENGINE

Standpipe back-up line stretch
from the floor-below

LADDER

28-foot ground ladder throw to a
3rd floor window for rescue

SCBA

Converting the SCBA to package
a downed firefighter using the
ARS Multi-Loop Rescue Strap
and large carabiner

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JUNE TRAINING

FIRE/RESCUE DISCIPLINE

Stabilization & Extrication

JPRs:

- Box cribbing & step chocks
- Rescue Jacks & Paratech Highway Kit
- Slings, chains & pickets
- Suspension & vehicle capturing
- TL9 vs. airbags vs. floor jack
- Identifying supplemental restraint systems
- Dash lift & roll
- Side-out
- Roof removal
- Electric & hybrid vehicles

EMS DISCIPLINE

Diabetic Emergencies

JPRs:

- Type I vs. Type II diabetes
- Hypoglycemia signs & symptoms
- Hypoglycemia treatment
- Hyperglycemia signs & symptoms
- Hyperglycemia treatment
- Scene safety

PROFESSIONAL DEVELOPMENT

Building Construction

JPRs:

- 5 building construction types
- Masonry façade vs. bearing wall
- Platform frame vs. balloon frame
- Avenues of fire spread
- Collapse potential & precautions
- Common residential layouts
- Using building features to identify rooms

Immediate Action Drills (IAD)

ENGINE

Rope stretch from the 4th floor
balcony

LADDER

24-foot ground ladder throw to the
2nd floor for ventilation

SCBA

EAB and PASS activation,
transmitting a mayday (lost), and
utilizing the integrated thermal
imager for orientation

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JULY TRAINING

FIRE/RESCUE DISCIPLINE

Pump/Aerial Operations & Water Supply

JPRs:

- Hydrant flushing & dressing
- Forward, reverse & split lays
- Engine apparatus positioning
- Relay pumping
- Calculating pump discharge pressure
- Water supply/pump operations emergencies
- Feeding an aerial master stream
- Aerial apparatus positioning & set-up
- Aerial operations for ventilation & rescue

EMS DISCIPLINE

Anaphylaxis

JPRs:

- Anaphylaxis vs. anaphylactic shock
- Anaphylaxis/anaphylactic shock signs & symptoms
- Anaphylaxis/anaphylactic shock treatment
- Epi-Pen protocols & administration
- Scene safety & sharps disposal

PROFESSIONAL DEVELOPMENT

Counseling & Support Services

JPRs:

- Ensuring understanding of policies & procedures
- Setting clear expectations
- Identifying & addressing discrepancies & deficiencies
- Use of supporting departmental literature and resources for remedial training/drilling
- Documentation using Employee Notification & Record of Action Form
- Support from the Training Division & superior officers
- Identifying mental health issues & external support services

Immediate Action Drills (IAD)

ENGINE

Well-hole stretch to the 4th floor

LADDER

35-foot ground ladder throw to the 3rd floor for rescue

SCBA

Masking up (<25-seconds)

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AUGUST TRAINING

FIRE/RESCUE DISCIPLINE

Man vs. Machine & Elevator Emergencies

JPRs:

- Scene safety & utilities control
- Lock-out/tag-out equipment & procedures
- Ring removal techniques & procedures
- Entanglements, entrapments & impalements
- Elevator drop key use to access the shaftway
- Firemen's Service functionality & procedures
- Elevator pit & car power switches
- Accessing the car through door vs. hatch
- Victim removal considerations
- Securing the elevator

EMS DISCIPLINE

Airway Management

JPRs:

- Head-tilt/chin-lift vs. jaw-thrust maneuver
- Adult vs. pediatric anatomy & treatment considerations
- Clearing obstructions in adults vs. pediatrics
- Suctioning procedures for adults vs. pediatrics
- Airway adjunct insertion & contraindications
- Oxygen administration & ventilation procedures

PROFESSIONAL DEVELOPMENT

Utilities & Alternative Energy

JPRs:

- Electrical hazards/emergencies
- Gas hazards/emergencies
- Solar power
- Lithium ion batteries
- Red-tagging defective equipment
- Requesting utilities companies
- Requesting inspectors

Immediate Action Drills (IAD)

ENGINE

1¾-inch handline stretch for a basement fire (C-side entry point)

LADDER

24-foot ground ladder throw to a 2nd floor window for a high-point

SCBA

SCBA removal for a reduced clearance passage (through the wood tunnel in the SCBA maze)

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SEPTEMBER TRAINING

FIRE/RESCUE DISCIPLINE

Fire Attack

JPRs:

- Packing rear lays & crosslays
- Stretching to the drop point
- Well-hole, coupling-drop & rope stretch
- Flaking out the working length
- Door control
- Performing a pre-entry flow check
- Advancement
- Below-grade & above-grade fire attack
- Porch fires
- Stream application
- Hydraulic ventilation

Immediate Action Drills (IAD)

ENGINE

Standpipe wet (“stairwell”) stretch

LADDER

Roof ladder deployment

SCBA

Swim technique for a narrow passage (through the stud prop in the SCBA maze)

EMS DISCIPLINE

Cardiac Arrest

JPRs:

- Assessing vital signs
- Protocols for presuming death
- Airway adjunct insertion & contraindications
- Ventilations with oxygen & chest compressions
- AED procedures
- Suctioning

PROFESSIONAL DEVELOPMENT

Fire Dynamics

JPRs:

- Fire Triangle & Tetrahedron
- Pyrolysis, combustion & heat transfer
- Stages of fire & modern growth curve
- Ventilation-limited fires
- Inlets & outlets & flow path
- Fire events & warning signs
- Impacts of wind & terrain

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OCTOBER TRAINING

FIRE/RESCUE DISCIPLINE

Search

JPRs:

- Searching for fire & life
- Operating prior to suppression
- Locating & communicating the seat of the fire
- Confinement & isolation procedures
- Primary vs. secondary search
- Oriented search vs. split search
- Vent-Enter-Search vs. conventional search
- Victim removal techniques & consideration
- Victim care post-removal

EMS DISCIPLINE

Poisoning & Overdose

JPRs:

- Scene safety
- Poisoning/overdose signs & symptoms
- Poisoning/overdose treatment
- Airway adjunct insertion
- Oxygen supplementation & ventilation
- Narcan protocols & administration
- Suctioning procedures

PROFESSIONAL DEVELOPMENT

Hazard Identification & Notification

JPRs:

- Types of hazards & mitigation procedures
- Hazards requiring inspector response
- Procedures for requesting inspectors
- Fire Watch requirements & procedures
- Red-tagging defective equipment
- Hazard documentation

Immediate Action Drills (IAD)

ENGINE

1¾-inch handline dry stretch to a
3rd floor landing (A-side stairwell)

LADDER

24-foot ground ladder throw to a
2nd floor window for ventilation

SCBA

Masking up (<25-seconds)

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NOVEMBER TRAINING

FIRE/RESCUE DISCIPLINE

RIT & Mayday

JPRs:

- EAB & PASS activation
- Calling the mayday
- Bail-out system deployment
- RIT roles & responsibilities
- RIT Bag
- Downed firefighter packaging
- UAC connection for SCBA trans-fill
- Mask replacement
- Removal techniques & considerations
- 2:1 for high-point & lateral haul
- Tag line deployment for large area search
- Rapid PPE removal to perform firefighter CPR

EMS DISCIPLINE

Trauma & Stop the Bleed

JPRs:

- Tourniquet application for limb wounds
- Wound packing for junctional wounds
- Pressure bandages for securing wound packing
- Occlusive dressing/chest seal application
- Splinting & joint immobilization

PROFESSIONAL DEVELOPMENT

Cancer Prevention

JPRs:

- Proper use of PPE & SCBA
- Post-fire gross decon
- Decon wipes & soap
- Cleaning PPE, equipment & apparatus
- Storage bins for transporting PPE

Immediate Action Drills (IAD)

ENGINE

Standpipe dry (“apartment”) stretch

LADDER

35-foot ground ladder throw to a 3rd floor window for a high-point

SCBA

Entanglement passage using the swim technique and/or cutting (using the prop in the SCBA maze)

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STANDARD OPERATING PROCEDURE**

DECEMBER TRAINING

FIRE/RESCUE DISCIPLINE

Forcible Entry

JPRs:

- Mechanical advantage of the Halligan bar
- Gap – Set – Force sequence
- Single- vs. two-firefighter techniques
- Hit – Drive – Wedge commands
- Door integrity & control
- Hydra Ram procedures & considerations
- Defeating supplemental security hardware
- Overhead & roll-up doors
- Bilco-style hatch doors

EMS DISCIPLINE

ASHER & Triage

JPRs:

- Scene safety
- Establishing unified command
- Command structure & roles & responsibilities
- Forming Rescue Task Forces
- Ballistic PPE
- Casualty Collection & Exchange Points & operational zones
- SMART Triage Kit deployment & patient tracking

PROFESSIONAL DEVELOPMENT

Conflict Resolution

JPRs:

- Scene safety
- De-escalating
- Identifying the problem
- Requesting the appropriate resources
- Mediating & achieving resolution
- Documentation & follow-up

Immediate Action Drills (IAD)

ENGINE

1¾-inch handline stretch to a 4th floor landing (A-side stairwell)

LADDER

35-foot ground ladder throw to a 3rd floor window for ventilation

SCBA

Reduced profile technique for a narrow passage (through the stud prop in the SCBA maze)