



First-In Training & Education

Student Standard Operating Procedures (SOPs)

2022

First-In Training and Education (F.I.T.E.) Personnel Manual
SOP 001 – Attitude and Behavior

Being a member of the F.I.T.E. Fire and EMS team is fun, educational, and personally rewarding. It is also not easy. This program demands a high standard of behavior and personal responsibility. This high standard includes, but is not limited to, your commitment to the following:

- I. I will treat others with respect at all times.
- II. I will conduct myself in a manner representative of the honor, integrity, and professionalism of the fire service both in and outside of class.
- III. I will abide by the rules and regulations of the Skills Center and F.I.T.E.
- IV. I will respect and appreciate the crews, facilities, and equipment of the schools and fire stations of which we are guests.
- V. I will come to class *on-time* and prepared mentally, physically, and logistically.
- VI. Safety is everyone’s responsibility, and I will speak up when I have concerns or do not understand instructions.
- VII. I will keep my instructors informed of any injuries, limitations, or needed accommodations so that I may participate to the best of my ability and get the most out of my time in class.
- VIII. Mistakes and failures are opportunities for growth and learning. I will look for these opportunities, learn from them, and share them for the benefit of the team.
- IX. I will give my best effort, combating complacency by anticipating what needs to be done and doing it to the best of my ability.
- X. I will avoid distractions and only use personal electronic devices for instructor approved uses.
- XI. It is my responsibility to communicate with my company officers, classmates, and instructors to stay informed of assignments, drill locations, and other necessary information.
- XII. I will adopt a “leave it better than I found it” attitude and show it with my actions.
- XIII. I will protect the reputation of the F.I.T.E. name for those that came before me, my classmates, myself, and those that will follow me.

I _____ (Student Name) have read, understand, and embrace the challenge of maintaining the high standards of First-In Training and Education’s Fire and EMS program.

Student Signature: _____ Date: ____ / ____ / ____

Student Email: _____

Parent/Guardian Signature: _____ Date: ____ / ____ / ____

Parent/Guardian Email: _____

First-In Training and Education (F.I.T.E.) Personnel Manual

SOP 002 – Attendance

The F.I.T.E. Fire and EMS program involves a large amount of hands-on and group activities, which cannot be made-up if missed. Attendance is therefore critical for students to have the opportunity to engage in these activities and learn the subject matter of the course. The program also seeks to expose students to and prepare them for the real-world expectations of the workplace. The F.I.T.E. attendance policy reflects the reasonable expectations of the fire service and most if not all employers. The F.I.T.E. Fire and EMS attendance policy is in addition to, and not in place of the attendance policies of the skills center or the student's home school district.

- I. It is the student's responsibility to familiarize themselves with, and abide by the attendance policies of F.I.T.E., the Skills Center, and their home school district.
- II. Class begins promptly at the assigned time. To be considered on-time students must be in class and fully prepared to begin the day's activities at the assigned time.
- III. Students will be recorded in attendance as **tardy** if they are in class and prepared to begin the day's activities *immediately* after the designated class start time.
- IV. Students will be recorded in attendance as **absent** if they are in class and prepared to begin the day's activities *greater than the time allotted for the skill center*.
 - a) Students that are recorded as absent due to being late but attend class are expected to attend whatever portion of the class that they can. By attending the remaining portion, they will have the opportunity to earn employability points, turn in assignments, keep informed of new assignments and materials covered, and engage in important class activities.

For the purpose of planning and coordinating the day's activities it is important that instructors are kept informed when students are going to be tardy or absent. This is also a standard expectation of the workplace. To achieve this, the F.I.T.E. Fire and EMS program replicates aspects of the “chain of command” typical of the fire service.

- V. In the event that students are going to be absent or tardy, the student shall inform the instructor by texting or messaging the FITE class email prior to the start of class.
- VI. In the event that students are absent, they shall communicate with their company officer, their classmates, their instructors, and utilize all available resources to stay informed about what they missed and how to be prepared for the next class.
- VII. In the event that a student requires early dismissal from class, they must have approval from the attendance office or provide an appropriately signed note from their legal guardian or home school prior to being released from class. ***Students without the appropriate permissions will not be released from class prior to the normal dismissal time.***
 - a) Once the appropriate permissions have been established, students are required to sign-out prior to leaving.
- VIII. Informing the F.I.T.E. instructors by complying with the F.I.T.E. Fire & EMS policy does not excuse absences or tardies. Students and their guardians must still contact the attendance office as per the Skills Center attendance policy.
- IX. ***At no time shall compliance with the attendance policy be cause for the student to conduct unsafe acts such as speeding, using their phone while driving, etc.***

X. Failure to meet the FITE Attendance Policy requirements may result in loss of Daily Employability (EMP) Points following the scale below.

- a) Absent with Instructor Contact = No loss of EMP points
- b) Tardy with instructor contact = -1 point
- c) Absent with no instructor contact = -4 points
- d) Tardy with no instructor contact = -2 points

Note: each day students earn 4 points for Employability when they meet or exceed all sections of the Workplace Expectations Rubric including the attendance requirements set forth in this policy.

I _____ (Student Name) have read, understand, and embrace the attendance policy of First-In Training and Education's Fire and EMS program.

Student Signature: _____ Date: ____ / ____ / ____

Parent/Guardian: _____ Date: ____ / ____ / ____

First-In Training and Education (F.I.T.E.) Personnel Manual
SOP 003 – Uniforms and Equipment

Participation in the F.I.T.E. Fire and EMS program frequently requires that students participate in varied activities both on and off the Skills Center campus. Many activities are conducted outdoors regardless of weather conditions. For reasons of safety, identification, professionalism, and maintaining a safe learning environment it is important for students to come to class in the proper attire.

- I. Students are required to adhere to the dress code policies of the skills center and their home school district.
- II. When attending class on campus, students may, but are not required to wear their F.I.T.E. uniform clothing as part of their daily uniform.
- III. When attending class at any location other than the campus, students are required to wear their F.I.T.E. uniform clothing once it has been issued to them.
- IV. Students may but are not required to wear their F.I.T.E. uniform clothing to classes in their home school district.
- V. Wednesdays are designated health and wellness days that include physical exercise but be aware that we will be physically active EVERY DAY. Students are required to wear clothing appropriate for physical activity in the current weather conditions. Students are encouraged to bring a change of clothing to wear home or to their next class.
- VI. Once issued, the student's complete complement of firefighting gear shall be considered part of their uniform for Drill Days. It is the responsibility of the student to have this complete complement in a state of readiness at the start of class.
- VII. Should boot sizes not be available for students, they shall provide their own rubber boots for use during drill day activities.
- VIII. Once issued, the student's personal six-foot length of rope shall be considered part of their daily uniform.
- IX. Staying hydrated is important for the student's health and safety. Students are required to provide and bring to class a one-gallon jug of water with their name permanently identified on it as part of their *daily* uniform.
- X. It is the student's responsibility to properly clean and maintain their uniform items.
- XI. Books and other classroom materials checked-out by students shall be brought with the student to each classroom day.
- XII. Uniform items or equipment issued or required by instructors that is not specifically identified in SOP 003 are still covered by the policies of SOP 003 and shall be regarded in accordance with the instructor's instructions.
- XIII. Students will be subject to fines equal to the cost listed below of issued or checked-out items that are lost, damaged, or otherwise not returned to F.I.T.E in usable condition.
 - A. Bunker Jacket - \$100
 - B. Bunker Pants - \$100
 - C. Boots - \$45

- D. Hood - \$30
- E. Helmet - \$100
- F. Gear Bag - \$50
- G. Textbook - \$100 (each)

NOTE: Funds are available from the Skill Center “Barrier Funds” program to assist with purchase of items that are not issued by F.I.T.E. as needed. Please contact your Skill Center for more information.

I _____ (Student Name) have read, understand, and will comply with the Uniform and Attire policy of First-In Training and Education’s Fire and EMS program.

Student Signature: _____ Date: ____/____/____

Parent/Guardian: _____ Date: ____/____/____

First-In Training and Education (F.I.T.E.) Personnel Manual
SOP 004 – Safety

The F.I.T.E. Fire and EMS program is a fun, hands-on class that involves the students learning and performing many of the same skills as are required of full-time firefighters. These activities are conducted in a controlled environment supervised by qualified instructors, but the students also have an important safety role to play. Safety requires discipline, attention to detail, and empowering everyone to speak up when there are safety concerns. The result is that all of the students enjoy a unique experience and develop a better understanding of the demands of the fire service.

- I. I will respect my instructors and follow their instructions.
- II. I will speak up when I have concerns or do not understand instructions.
- III. I will *not* engage in “horseplay” or pranks.
- IV. I will not engage in “freelancing,” performing tasks that I have not been assigned to do.
- V. I will utilize the “buddy system” anytime we are engaging in activities outside of the classroom.
- VI. I will wear the level of personal protective equipment (PPE) designated by the instructors for all activities.
- VII. I will promptly inform my instructors of any injuries, medical conditions, or physical limitations that I have that may impact my health or safety or occur/develop during class.
 - a) If I am limited by any injuries or medical conditions greater than one day, I will bring a doctor’s note by the following day to give to the instructor or will send it in to the FITE class email.
- VIII. I will prepare for physical activity by coming to class well hydrated.
- IX. I will contribute to the culture of safety with my attitude and actions.

I _____ (Student Name) have read, understand, and embrace the safety policy of First-In Training and Education’s Fire and EMS program.

Student Signature: _____ Date: ____/____/____

Parent/Guardian: _____ Date: ____/____/____

First-In Training and Education (F.I.T.E.) Personnel Manual
SOP 005 - Discipline

Discipline is not punitive, but rather a key component of safety, teamwork, character development, and maintaining a healthy learning environment for all students. On the fire-ground lapses of discipline can result in losses of property or even life. In the classroom or on the drill-ground lapses of discipline can result in an unhealthy learning environment and decreased student safety.

Students of the F.I.T.E. Fire and EMS program are subject to the discipline policies of the skills center and their home school districts. These policies may include but are not limited to measures such as removal from class, suspension, loss of credit, and expulsion. F.I.T.E. instructors believe that mistakes are opportunities for learning and seek to use lapses of discipline as such whenever possible. Our methods of teaching and enforcing the ideals of discipline are based on the following:

- I. The successes and failures of the team are shared by the team for the benefit of the team.
- II. Mistakes and failures are opportunities for growth and learning. Students are expected to look for these opportunities, learn from them, and share them for the benefit of the team.
- III. To reinforce the policies and ideals of the F.I.T.E. Fire and EMS program, instructors may utilize “Physical Memory Aids” in the form of exercise.
- IV. To reinforce unity and respect amongst students, instructors may utilize “Team Building Exercises” in the form of challenging, often physically demanding tasks that require teamwork to complete them.
- V. Instructors may assign additional work such as essays for presentation to the class to reinforce the policies and ideals of the F.I.T.E. Fire and EMS.
- VI. All classwork is expected to be completed on-time in accordance with the assignment due date or will be subject to the following Late Assignment Policy. Exceptions to this includes prearranged circumstances with the instructor or by an Individualized Education Plan (IEP) / 504 policy.
 - a) Classwork is considered LATE if it is turned in after the class period that it is due by.
 - b) LATE classwork will be accepted for 48 hours past the due date for a maximum of 75% of the original assignment point value.
 - c) Classwork turned in past the 48-hour Late classwork window will receive No Credit.
 - d) Students can earn additional points by completing Extra Credit assignments that are relevant to future tests and projects which will allow them to be more prepared while adding points to their grade.
- VII. Student behavior not meeting the expectations set forth by the FITE SOPs or the Workplace Rubric will be subject to loss of daily Employability Points as determined by the instructor. Conversely, students can also earn additional EMP points by showing positive workplace behaviors, attitudes, and leadership skills during class.
- VIII. Hazing, degradation, or otherwise treating others with disrespect is inappropriate, counterproductive, and shall not be utilized or tolerated.

I _____ (Student Name) have read, understand, and embrace the discipline policy of First-In Training and Education’s Fire and EMS program.

Student Signature: _____ Date: ____ / ____ / ____

Parent/Guardian: _____ Date: ____ / ____ / ____