



Holly Grove Volunteer Rescue Squad
155 Factory Mill Road
Bumpass, Virginia 23024



Holly Grove Volunteer Rescue Junior Membership Program

Informational Packet

HGVRVA@gmail.com



Potential New Member,

As the Junior Leader of the Holly Grove Volunteer Rescue Squad (HGVRs), I would like to take the opportunity to introduce you to our Junior Membership Program. It is our goal and mission to serve the communities in our district with the utmost professional 911 ambulance service and also to commit to multiple programs to assist our residents by bringing them awareness in health education and wellness. It is also part of our mission to link community support and volunteerism to our non-profits. We recruit volunteers from all walks of life, and it is important, to begin with, our youth.

When people do not know where to turn for help, quite often their response is to call the local EMS agency. We are a direct connection to the community. Therefore, those that volunteer as EMT's or enter the career as a Paramedic are held in high esteem by many people. As a member of our Junior Membership Program, people will look to you as a representative of HGVRs and our goodwill. Therefore, it is important to follow the code of conduct and to be courteous and respectful to all, especially when wearing our uniform.

As a new member of the Junior Program, you will be required to participate in training, meeting, drills, fundraising events, and station projects. Once trained and having gone through orientation, you actually can participate in ambulance response under the supervision of EMT's and Paramedics. There are also many other activities and opportunities available for your participation.

As the Junior Coordinator of this department, I take a great deal of pride in what our organization does and our commitment to professionalism and lifesaving patient care. I would expect you to feel the same. If you do decide to become a Junior member--strive for excellence, be the best that you can be, be proud of what you are doing, promote agency pride by example, and most of all have fun and be safe. The members here at Holly Grove hope to see you soon.

Sincerely,

Jennifer Ford - EMTB, RC Instructor
HGVRs Juniors Advisor



Frequently Asked Questions about the HGVRS Junior Membership Program

The following is a list of the questions asked most often by new Junior Members:

Q: How old do I have to be to participate in the Junior Membership Program?

A: We accept members at the age of 14. This age is what the State of Virginia states that a teen can begin working for a wage and are mature enough to begin training such as CPR and First Aid, but also work in a team setting and the chain of command set.

Q: What activities do you have in this program?

A: New members go through training and orientation and when qualified can participate with a crew on the ambulances being supervised by EMT's and Paramedics. We also hold fundraising events, public service projects, and assist with EMS activities. Members also participate in field trips, attend conferences, go on camping and canoeing expeditions and a host of other activities with other non-profit agencies.

Q: Do we get uniforms like the EMT's?

A: Yes. Every Junior member will be issued a Junior T-shirt once orientation is complete. The Junior will be responsible for getting work boots and khakis.

Q: Do we get to participate in parades?

A: Yes. Parades are held throughout the year. The Junior members either participate in the parade or assist advisors with preparation. A Junior **MUST** have a uniform T-shirt issued to them **before they can** participate in a parade.

Q: How will I find out about different events taking place?

A: Events are announced at training, meetings, **e-mails and on our Facebook** page.

Q: What is the cost of the program?

A: All training, participation, T-shirt, and most activities are free to members completing orientation and becoming a member in good standing.



HGVRs Junior Membership Program Operating Procedures

Mission and Values

The Holly Grove Volunteer Rescue Squad and its Junior Membership Program work in cooperation to Educate, Protect and Serve the citizens of Louisa County and the communities within our district.

MISSION STATEMENT

To learn about many aspects of Emergency Medical Services and to learn the value of volunteerism within our communities.

VISION

HGVRs will be a model for EMS agencies with Junior EMS youth programs. We will introduce the community to Emergency Medical Services and provide a safe environment for social activities for youth within our communities.

CORE VALUES

Recognizing the dedication, skill, and value of all members, we will create and maintain an environment of individual safety, well-being, and trust. We are guided by Service to Others, Team Work, Compassion, Integrity, Safety, Honesty, Accountability, Professionalism, and Respect.

COMMITMENT TO THE COMMUNITY

Holly Grove Volunteer Rescue Squad (HGVRs) takes very seriously its mission of providing lifesaving emergency services to the communities that we serve.



CODE OF CONDUCT

As a member of the HGVRS Junior Membership program, you are expected and required to:

- Abide by all of the Standard Operating Procedures and all other rules and regulations of HGVRS, as well as those of the Junior membership program.
- Conduct yourself in a professional and courteous manner that will reflect well on you and the entire department, especially when you are in uniform.
- Demonstrate honesty, fairness, and integrity.
- Recognize the value and worth of each.
- Refrain from using profanity while in uniform, at the station, on duty, and while participating in department functions.
- Work as a team with others.
- Participate in training, meetings, community activities, and fundraisers.
- Obey the chain of command.
- Wear your uniform when "on duty" at the station and any agency functions you attend.
- Notify an advisor or person in charge upon arrival and departure from the station and department functions.
- Immediately report any problems or injuries to an advisor or person in charge.



Introduction

Upon learning and completing CPOR and HGVRS's orientation programs, Juniors will be issued a uniform. Those 16 years of age or older begin assisting on emergency calls under the direction of EMT's and Paramedics. The jobs Junior members do often free up EMT's and Paramedics to perform other crucial tasks. Juniors will learn on-the-job while "on duty". All training, T-shirts, and personal protective equipment are provided at no cost, but we do ask parents for assistance in activities such as fundraisers and special activities.

It is never the intention to place any junior in harm's way, but EMS calls or operations can be a dangerous job. Senior HGVRS volunteers are also trained to supervise juniors and have them "step aside" in stressful situations or difficult patient care activities.

HGVRS takes safety very seriously and will not tolerate horseplay during training or real emergencies. During emergency conditions, a junior might be asked to complete a task but only after they have been trained. A Junior member must also take personal responsibility to alert the crew when they feel they are overwhelmed.

Junior Membership Requirements

The requirements to be a Junior Member at HGVRS are as follows:

Junior EMS members must be at least 14 years old but not older than 18 years old. At 18, a member can join the HGVRS as a senior member. A Junior member would essentially transition into regular membership at 18. They must be able to follow directions under stressful conditions. They should be in good physical condition to perform essential EMS tasks to assist EMT's or Paramedics on emergency and non-emergency calls. Juniors should be willing and able to attend at least 50% of scheduled meetings and required trainings. Special training is optional but highly encouraged. Juniors must maintain 75% average or higher in their schoolwork to remain active.

Junior members have these guidelines to adhere to but will also be trained and become knowledgeable in HGVRS' Standard Operating Procedures (SOP's). Junior members need to be self-starters and willing to learn. Juniors who regularly strive to learn more and be involved will be rewarded with increasing levels of responsibility and opportunities. Junior members who do not contribute to the agency will be removed from active status to allow other juniors the opportunity to participate.



Rules and Regulations

1. The regular "on duty" Paramedics, EMTs and drivers will directly supervise the Juniors. During certain emergencies or agency activities an EMT advisor will supervise Junior members. Within the ranks of the Junior membership, leadership roles can be assigned by the EMS Junior Advisors for officer positions.
2. The Junior member shall abide by all federal, state, departmental rules and regulations.
3. All members shall meet the minimum standards and must provide at least 2 references which will be checked prior to initial interview.
4. Junior membership applications are screened by the Junior Advisors, and after the initial interview, the Junior applicant will enter the orientation phase. When orientation by the Junior is complete, the Junior will be introduced at a HGVRS Monthly Business meeting as a Junior member in good standing.
5. Junior members should attend Junior Membership meetings as scheduled, but may also attend the monthly business meetings.
6. HGVRS has established a limit of 20 Junior membership positions at one time. All Juniors must complete the HGVRS Orientation Program. This orientation includes adherence to Standard Operating Procedures, facility policies, vehicle orientation, command structure, and OSHA or OEMS regulations.
7. All HGVRS members recognize rules and regulations that govern minors and their safety. Junior members are not permitted to participate in activities that are prohibited.
8. Junior members are not allowed at the station unsupervised.
9. All junior members must sign in and out of the Junior Operations Log Book each time that they are "on duty", are involved with agency training, or activities.
10. Junior members and their immediate family may use the station meeting room by request and approval of the VP of Operations. DO NOT bring your friends to hang around the station. On occasion, a small group is permitted with the approval of your Junior Advisor.
11. Any injuries occurring during training or at a scene are covered by Louisa County. Any injury, no matter how insignificant, must be reported to a crew member and then to an executive officer within 24 hours.
12. Alcoholic beverages are NOT allowed on HGVRS property or functions at any time.
13. Do NOT come to the station if you are sick, or under the influence of medication, drugs or alcohol.
14. There will be no smoking on the premises by Junior members.



HOURS OF OPERATIONS FOR JUNIOR MEMBERS (ON DUTY HOURS)

1. All hours for "on duty" time as a Junior may vary based on parental or guardian approval but must follow the following guidelines.
2. Any activity time or "on duty" time can only occur from 0800 until 2200 any day of the week
3. There is no activity time or "on duty" time while school is in session. **NO EXCEPTIONS.**
4. Maximum of 18 hours per school week (Monday through Friday)
5. Maximum of 6 hours on school days
6. Maximum of 16 hours total for Saturday and Sunday
7. Maximum of 8 hours on school holidays
8. No activity, "on duty time" or "bunking over" 10 PM to 8 AM
9. Maximum of 40 hours per week or during school breaks.

DRIVING OF PERSONAL VEHICLES

Only members that are at least 16 years old and have a valid VA driver's license may drive personal vehicles to the station.

1. **UNDER NO CIRCUMSTANCES ARE JUNIORS TO GO DIRECTLY TO THE SCENE!**
Junior members are not allowed to drive "to" a call in any circumstance. If multiple EMS calls are coming in, drive to the station to assist with an incoming crew accordingly.
2. **UNDER NO CIRCUMSTANCES** is a Junior member permitted to use colored lights, hazard lights, honk the horn or use any other warning devices while enroute to the station.
3. If all ambulances have responded prior to your arrival, you must stand-by at the station and wait until the vehicles return from the call to assist in clean-up or restocking. Juniors are **NOT** permitted to respond with any backup mutual aid EMS agency.
4. All speed limits and traffic laws are to be strictly followed while responding to the station.
5. HGVRS is in no way responsible or liable for any moving violations or accidents while enroute to or from the station for a call or training.
6. Failure to abide by these rules will result in a suspension of at least 30 days and possible expulsion from the junior program.



RESPONDING TO CALLS ON AN AMBULANCE

1. Junior members must complete the HGVRS orientation process, have completed CPR course and must be 16 years of age prior to being able to respond with the ambulance.
2. Juniors must be scheduled, be in uniform, and on duty in order to respond
3. Prior to departing on the ambulance, the Junior must have proper personal protection equipment on, such as gloves, or other biohazard equipment as instructed.
4. When riding any ambulance, the Junior shall position themselves in a seat with a seat belt in place and securely fastened while enroute to a call or enroute from the hospital to the station.
5. When riding an ambulance enroute to the hospital, if possible, and not involved in patient care procedures, the Junior shall position themselves in a seat with a seatbelt securely fastened. It is desired that a Junior NOT stand up in the ambulance while the ambulance is moving.
6. At the scene of an emergency, the junior will take instructions given by the AIC.
7. Juniors shall NOT at anytime, start or attempt to start or move any ambulance or agency vehicle. No Exceptions.
8. Upon returning to the station, assist in clean up, restocking medical supplies for the next call or any other assignment given by the crew.
9. Under NO CIRCUMSTANCE may a Junior use their cell phone to take pictures on a call, or to record an event, including responding to a call.

MOTOR VEHICLE ACCIDENTS

Juniors are prohibited from entering any vehicle to assist victims. Juniors must; however, wear an ANSI vest. Participation at these scenes is restricted to helping with carrying, or getting equipment from the ambulances when requested. Juniors are not permitted to perform any traffic control duties.



PROHIBITED ACTIVITIES BY LAW or by HGVRS

HGVRS or state laws specifically prohibits Junior members from participating in the following activities:

1. Operating organizational vehicles
2. Entering a burning structure or entering a crashed motor vehicle
3. Participate in emergencies involving WMD, explosives, or hazardous materials
4. An emergency operation in or around mines, strip-mines, quarries or gravel-pits
5. Participate in operations involving radioactive substances
6. Participate in operations involving weapons or suicides

PERMITTED ACTIVITIES

1. Participate in organized training activities in which a senior member of the organization is present and supervising the junior member.
2. All aspects of EMS patient care within the operational scope of practice.
3. All aspects of EMS Training.
4. Hazardous material training at agency level as required by OSHA.
5. Wilderness Search and Rescue training.
6. Provide Rehabilitation and canteen services.
7. Hypothermia and Ice Rescue.
8. Fundraising activities.
9. Agency activities that are related to Junior Membership Program.
10. All other activities, training, or EMS operation sanctioned by HGVRS.



MEETING AND TRAINING

Junior Membership meetings are generally conducted by the Junior Advisors. The meetings times and dates are set by the Junior Advisor. They are generally informational, and Junior Program business is discussed. Often a short training session is done in conjunction with the meeting. Junior members are also encouraged to come to HGVRS monthly business meetings.

Training is a very important part of the entire HGVRS operation. All Juniors are required to have CPR. As a regular part of Operational Procedures, every member goes through Orientation. Each member including Juniors is issued an orientation booklet.

Junior training dates and times will also be scheduled by the Junior Advisors. The calendar in the meeting room will have the monthly dates of upcoming training sessions.

The training for the Junior Program is structured to introduce Junior members to Emergency Medical Services and medical careers. Junior members that transition into senior membership are at an advantage since the Junior program introduces them to the tools and skills that are used in EMS. During orientation and training, you will learn how to work as a team and HAVE FUN! Quite often the training will include some physical or hands-on activity or lesson. At times, an educational field trip may be substituted for the regularly scheduled training.

Junior Advisors

The Junior Advisors oversee the entire Junior Membership Program and carry out as needed the responsibilities of the program in close conjunction with the VP of Operations. Junior Advisors will champion recruiting and recognition of Juniors, be responsible for records of attendance, training, and provide a summary report of Junior activities at monthly business meetings.

Junior Officers

The Junior Advisors will appoint Junior officers from within the Junior Membership Program who possesses leadership and training capabilities to lead other Junior members. Junior Advisors will coordinate new orientation members and see they are following through with duties. Junior Advisors will be issued an Advisor recognition pin to be given out at the yearly banquet in July.



HOLLY GROVE VOLUNTEER RESCUE
SQUAD JUNIOR MEMBERSHIP
APPLICATION



For Applicants 14 to 17 years old

Today's Date: _____

Applicant's Name: _____

Date of Birth: ___ / ___ / ___ (mm/dd/yyyy)

Driver's License Number and State (if you drive): _____

(Attach Copy)

Home Address: _____

City, St, Zip: _____ Cell Number: _____

Home Phone: _____ Email: _____

Alternate Address (if needed): _____

Alternate Phone: _____

Do you have your parent's permission to apply to be a Junior EMT? Yes No

PARENT/GUARDIAN INFORMATION

Name(s): _____

Phone: _____ Cell: _____ Home: _____

Emergency Contact (if different):

Name: _____ Phone Number: _____

Relation to you: _____

Are you related to a member of HGVRs? Yes No

MEDICAL

Doctor _____ Phone Number: _____

Desired Hospital _____ Phone Number: _____

Medical Conditions/Allergies: _____

Do you take any medications? If Yes, list the medications and what they are for: Yes No



BACKGROUND INFORMATION (use another sheet of paper if more space needed)

(A background check will be done as well, a felony will prevent anyone from becoming a member of HGVRS)

Have you ever been arrested, ticketed, fined, etc.? (Felonies, Traffic Tickets, Misdemeanors, etc.) Yes No

If Yes, Please list the date(s) and what the charge(s) were/was:

ADDITIONAL INFORMATION (use another sheet of paper if more space needed)

What interests you the most about becoming involved with HGVRS?

Please list other activities, in detail, that you are involved (Sports, Volunteer Work, Church)

Applicant Signature and Date

Parent Signature and Date

Parental Consent

My son/daughter, _____ has my permission to be a volunteer Junior Member with the Holly Grove Volunteer Rescue Squad. I give my consent to _____ to allow to be a Junior Member and do not hold the Holly Grove Volunteer Rescue Squad responsible for any actions caused by my son/daughter that is not under the direction of a member of HGVRS.

Junior Member Signature and Date

Parent/Guardian Signature and Date



Contract of Understanding

My son/daughter and I have read all of the HGVRS Junior Membership Guidelines and understand the guidelines set forth for a Junior Member. We understand that Junior members serve in a support role of HGVRS to learn the basics of Emergency Medical Services and lifesaving training to prepare to become a senior member at the age of 18. My son/daughter and I understand that Junior members are to follow all instructions from EMTs and Paramedics or those in the command structure of HGVRS. We understand that the standard of conduct is to act in the manner of a professional and be courteous and respectful at all times. We also understand that there is a "zero tolerance" policy regarding drug and alcohol use. My son/daughter and I understand by signing this Contract of Understanding; we are declaring that any violation of the guidelines is grounds for immediate dismissal. We also understand that any acts that violate the guidelines are to be immediately reported to the Junior Advisor or the Vice President of Operations.

Junior Member Signature and Date

Parent/Guardian Signature and Date

Acknowledge Receipt of Operating Guidelines

I acknowledge that my son/daughter and I have received a copy of the HGVRS Junior Membership Program Guidelines and have reviewed prior to signing these documents.

Junior Member Signature and Date

Parent/Guardian Signature and Date

I acknowledge that the above received a copy of the Golly Grove Volunteer Rescue Squad Emergency Rescue Service Junior Membership Program Guidelines.

Junior Advisor

Date