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| **Angier** & **Black River Fire Dept. Standard Operating Guidelines**  - | Page 1 of 8 | **Revised:**  August 04, 2016 |
| **Subject:** | **Prepared By:**  Howard McLaurin | **Effective Date:**  **August 04, 2016** |
| **Junior Firefighter Program**  SOG**-050** |
| **Approved by:**  Fire Chief | **Adopted by:**  Board of Directors |

# POLICY

The purpose of this Standard Operating Guideline is to establish a formal way of tracking that all employees are aware of the policies, procedures and or operating guidelines pertaining to the Angier & Black River Junior Firefighter Program.

The Angier & Black River Fire Department recognizes the need for this initiative to reach out to North Carolina's youth and engage them in contributable roles within the department and community. Reaching out to people when they are young has long­ range effects, and encouraging youth to take part in the emergency services is extremely beneficial to local communities and departments. Benefits of the Junior Firefighter Program include, but not limited to:

* + - Allowing youth to gain insight and interest in becoming long-term members of the emergency services. ·
    - Increasing awareness among youth about, volunteering and supporting the fire and rescue services.
    - Providing departments with additional help in accomplishing non-firefighting or non-emergency tasks.
    - Leadership development for America's youth who will be tomorrow's leaders.
    - Educating parents and mentors on the importance of encouraging volunteerism.

# 2.0 RESPONSIBILITY

**It** **will be the responsibility of each Angier** & **Black River Fire Department member**

**to exercise the appropriate control as dictated by his/her rank in the implementation of this policy.**

If **any section or part of this policy is called into question, the resolution or interpretation will be at the discretion of** the **Fire Chief in consultation with the Board of Directors.**

There are some issues and hazards specific to the Junior Firefighter Program that must be considered when organizing a program. Before engaging in any training activity or direct operational activities with the fire department, the Angier & Black River Fire Department

officials should investigate the legalities of persons participating in such activities. Most states have child labor laws that define what minors under the age of 18 (eighteen) may or may not participate in. Even though the individual may not be an actual full member or employee of the department, these regulations may still apply. The following policy should be used for the formation of the program, to include but not limited to safety, membership, response, training, accountability and ethics.

One issue that requires particular attention is what the Junior Firefighter will be allowed to do at the emergency incident. A solid policy must be established that defines when a Junior Firefighter may be allowed to respond to an emergency incident and to what extent the Junior Firefighter may or may not do once he/she arrives on the scene.

A designated committee will be responsible for the Guidance, Training, and Safety of the Junior Firefighter Program. This committee shall consist of an Assistant Chief, a Captain, and qualified Firefighters as deemed appropriate by the Assistant Chief of the Committee.

All contents of this policy must fit with the policies, rules and regulation and the Bylaws of the Angier & Black River Fire Department.

**3.0 REFERENCES/ FORMS REQUIRED**

NC Department of Labor

NC General Statutes 95.25.1 US Department of Labor OSHA

NC Office of State Fire Marshall Harnett County Board of Education

Angier & Black River Junior Firefighter Guidelines (January 2012) Angier & Black River Fire Department Junior Fire Application Angier & Black River Fire Department Junior Fire Parental Consent Driving Record (over the age of 16)

Criminal Background Check Copy of Driver's License Copy of Social Security Card

Copy of Most Recent School Report Card

**4.0 DEFINITIONS**

Dismissal- the act of dismissing: the fact or state of being dismissed. To removed from active roster.

Emergency- an unforeseen combination of circumstances or the resulting state that calls for immediate action. Response required Code 3 response to include use of emergency lights and audible siren.

Immediately Dangerous Life and Health (IDLH)-OSHA regulation (1910.134(b)) defines the term as an atmosphere that poses an immediate threat to life, would cause irreversible adverse health effects, or would impair an individual's ability to escape from a dangerous atmosphere.

Non-Emergency- incident that does not call for immediate action. Non-emergency response normally does not constitute use of emergency lights and audible siren. Non­ emergency response is considered Code 1 response.

Officer in Charge-Normally referred to "Incident Commander" on incidents. Senior fire officer in charge of a coordinated gathering of fire department members (i.e. training, meeting etc).

Probation-subjection of an individual to a period of testing and trial to ascertain suitability (as for a job or school)

# GENERAL INFORMATION

* 1. Membership
     1. Any resident of the Angier & Black River Fire district, between the ages of 14 and 18 and still enrolled in High School, may apply for membership in the Angier & Black River Fire Department Junior Fire Program. The Junior Program will be limited to twelve (12) Junior Firefighters. A waiting list may be initiated to add members as space becomes available.
     2. The applicant must be in good academic standing with his/her school at the time of applying and during the period of membership as a Junior Firefighter. A minimum Grade Point Average of "C" must be maintained. Failure to maintain a “C” Average will result in the Junior being suspended from all department activities until the “C” Average is met.
     3. The applicant must complete an application, including a medical authorization, physical exam, authorization from the enrolled High School the student is attending and parental authorization.
     4. All applicants will be treated equally regardless of race, gender, religion, ethnicity, or national origin.
     5. All applicants, once approved, will serve a 90 day probation period. During the probationary period any violation of this policy will result in termination from the program for a period of not less than six (6) months. After the termination period, the applicant may reapply for admission to the program.
     6. Participation in school activities (athletics, clubs etc.) and/or working a part-time job are excused absences from Junior Firefighter activities. Such activities will be communicated to the appropriate fire officer prior to being

absent from Junior Firefighter training/activities.

# Youth Employment

* + 1. No youth under 18 years of age shall be employed by any employer in any occupation without a youth employment certificate unless specifically exempted. Exceptions to the certificate apply in accordance with North Carolina Department of Labor (see NCDOL Youth Employment Certificate Form).
    2. The Commissioner of Labor shall prescribe regulations for youths and employers concerning the issuance, maintenance and revocation of certificates. Certificates will be issued, subject to review by the Department of Labor, by county directors of social services and such of their designees as are approved by the Commissioner; provided. the Commissioner may also issue certificates, both directly and electronically.
    3. During the regular school term, no youth under 18 years of age who is enrolled in school in grade 12 or lower may be employed between 11 P.M. and 5 A.M. when there is school for the youth the next day. This restriction does not apply to youths 16 and 17 years of age if the employer receives written approval for the youth to work beyond the stated hours from the youth's parent or guardian and from the youth's principal or the principal's designee.
    4. Nothing in this section prohibits qualified youths under 18 years of age from participating in training through their fire department, the Office of State Fire Marshal, or the North Carolina Community College System. As used in this subsection, the term "qualified youth under 18 years of age" means an uncompensated fire department or rescue squad member who is at least the age of 15 and under the age of 18 and who is a member of a bona fide fire department, as that term is defined in G.S. 58-86-25, or of a rescue squad described in G.S. 58-86-30.
    5. The provisions of 29 C.F.R PART 553 (Application of the Fair Labor Standards Act to Employees of State and Local Governments). G.S. 95-25.3 (Minimum Wage) and G.S. 95-25.4 (Overtime), and the provisions of G.S. 95- 25.15(b) (Record Keeping) as they relate to the exemptions provided for in this subsection, do not apply to any of the following:
       1. Hours worked as a bona fide volunteer firefighter in an incorporated, nonprofit volunteer or community fire department.
       2. Hours worked as a bona fide volunteer rescue and emergency medical services personnel in an incorporated, nonprofit volunteer or community fire department, or an incorporated, nonprofit rescue squad.
       3. Hours worked in accordance with this subsection shall not be considered hours worked for purposes of G.S. 95-25.3 or G.S. 95-25.4.

# Detrimental Occupations

* + 1. The following occupations are found and declared to be detrimental to the health and wellbeing of youths. No youth under 18 years of age may be employed by an employer in these detrimental occupations:
       1. Welding, brazing and torch cutting as defined in the Occupational Safety and Health Administration (OSHA) General Industry Standards, 29 CFR 1910. 251 through 255 and OSHA Construction Standards, 29 CFR 1926.350 through 354.
       2. Any processes where quartz or any other form of silicon dioxide or an asbestos silicate is present in powdered form.
       3. Any work involving exposure to lead or any of its compounds in any

form.

* + - 1. At any work involving exposure to benzene or any benzene compound which is volatile or which can penetrate the skin.
      2. Occupations in canneries, seafood and poultry processing establishments which involve the use, setting up, adjusting, repairing, or cleaning of cutting or slicing machines, or freezing or packaging activities.
      3. Any work which involves the risk of falling a distance of 10 feet or more, including the use ladders and scaffolds.
      4. Any work as an electrician or electrician's helper.
      5. Any work in confined spaces as defined by OSHA General Industry Standard, 29 CFR 1910.146 and OSHA Construction Standard, 29 CFR 1926.21.
      6. Occupations in which the use of a respirator is required by OSHA General Industry Standard, 29 CFR 1910.134 or OSHA Construction Industry Standards,29 CFR 1926.
    1. Youths and employers working under the supervision of bona fide apprenticeship and student-learner programs, as defined by the Fair Labor Standards Act and the rules and regulations promulgated thereunder, are exempt from the prohibition against employment of youths in detrimental occupations.
  1. **General Rules**
     1. The general standard of conduct is to act in the manner of a professional. Junior Firefighters represent the Angier & Black River Fire Department, and are expected to be courteous and respectful to fellow firefighters and emergency service and all citizens served. The Angier & Black River Fire Department will not tolerate vulgar, offensive, discriminatory or threatening language or gestures at any time. Junior Firefighters may not wear any article of clothing that, in the opinion of the Fire Officer, would be offensive to the public served. Violations will result in disciplinary action up to and possible termination.
     2. The Angier & Black River Fire Department maintains a **"zero tolerance"** policy with respect to drug and alcohol use and violation of public law. Any possession or use of alcohol or illegal drugs, or being under the influence of alcohol or illegal drugs anywhere or anytime will result in immediate suspension from the Junior Fire Program. Junior Firefighters may not use any **"tobacco products"** on Angier & Black River Fire Department premises or during any function or event while representing the Angier & Black River Fire Department. Any arrest or conviction for a crime will result in the immediate dismissal from the Junior Firefighter Program.
     3. Junior Firefighters may not use or display emergency lights on their personal vehicles (red lights, hazard lights etc.). An appropriate fire tag may be displayed if issued by the fire department and authorize by the Fire Chief. Junior Firefighters will only wear clothing identifying them as an Angier & Black River Fire Department firefighter that was approved and issued by the authority of the Fire Chief. Junior Firefighter may not develop design and/or purchase any item that represents the Angier & Black River Fire Department, unless authorized by the Fire Chief.
     4. Junior Firefighter must be accompanied by two (2) members of the fire department when at station for training sessions or any reason other than emergency incident response. If unable to respond to the incident scene a Junior Firefighter may remain at the station during the duration of the incident.
     5. Junior Firefighter must leave the fire station by 9pm or no more than 30 minutes following the completion of a training exercise, clean up or any other activity, Sunday – Thursday during school unless two members of the department are in attendance.
     6. Junior Firefighter are not permitted to spend the night at the fire station under any circumstances.
     7. Junior Firefighter will not drive or operate any vehicle belonging to the Angier & Black River Fire Department.
     8. Junior Firefighter is responsible for the care and cleanliness of all gear issued to them by the fire department. Damaged or lost equipment due to negligence will be the financial responsibility of the Junior Firefighter.
     9. Any injury or accident will be reported immediately to a Fire Officer or Safety Office on the Angier & Black River Fire Department and an **"Accident"** or **"Lost or Damaged"** report will be completed.
     10. Junior Firefighter participating in any event with or for the Angier & Black River Fire Department will report to the fire department for instructions and assignment.

# Response

* + 1. Junior Firefighter may respond to calls or incident if the following requirements are met:
       1. Possess a valid North Carolina Driver License if driving to the fire station.
       2. Written Permission from the parent or guardian allowing response to emergency incidents.
       3. Completed the probationary period as established in this policy.
       4. Obey all traffic laws with no exceptions.
       5. Responds only to the fire department in a non-emergency mode.
       6. Cannot respond on any mutual aid call.
       7. Cannot respond on any call dispatched as being a HazMat Call.
       8. Gathers all turn out gear from assigned locker.
       9. May ride on 982 if seating is available and not taking space for a cleared firefighter. May ride on 985 with a cleared member if requested by Command.
       10. Reports to an appropriate Officer in Charge or Accountability Officer

upon arrival at incident

# Safety

* + 1. Safety will be paramount while working, training or participating with or for the Angier & Black River Fire Department.
    2. All issued safety equipment will be utilized at all times to include seat belt.
    3. Failure to use issued protective equipment will result in Disciplinary Action.
    4. Junior Firefighters may not be substituted for trained personnel. Junior Firefighters will relinquish their seat to a firefighter if required due to available space on a responding vehicle.
    5. Junior Firefighters must be equipped with personal protective equipment that is appropriate for the activity being performed.
    6. Junior Firefighters may not drive department vehicles.
    7. Junior Firefighters may not climb ladders except under the direct supervision of a fire officer.
    8. Junior Firefighters may not climb ladders that exceed 35 feet in length, or are not supported against a structure.
    9. Junior Firefighters may not enter a burning structure at any time.
    10. Junior Firefighters may not enter or perform ventilation procedures on a burning structure.

6. Any Junior who turns 18 and still in school will be moved to Trainee Status and be

Probation until they graduate and then be reviewed by the Membership

Committee. (02/12/24)

7. Point of contact for this Standard Operating Guideline is Assistant Chief of the Junior Firefighter Program.

Fire Chief

Angier & Black River Fire Department