

Fire Corps/Support Volunteer Program



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Lebanon Fire District Fire Corps/ Support Volunteer Workbook

January 11, 2020



The function of this workbook is to provide the employee a clear path to the area that they wish to provide support to the members and public of the Lebanon Fire District.

Training and Programs

The District provides numerous avenues for providing community support. As a support/ Fire Corps Volunteer a member can choose to volunteer in one or numerous areas within our organizations. Some of these areas require additional training and development as well as maintenance training.

Please review the list below:

- ❖ **Emotional and Practical Support Volunteer**
- ❖ **Rehab Unit operator Volunteer**
- ❖ **Events, Fundraising, and Community Education Volunteer**
- ❖ **Water Tender Operator Volunteer**
- ❖ **Car Seat Installation Technician Volunteer**
- ❖ **Emergency Medical Services (EMS) Volunteer**
- ❖ **Lebanon Fire Community Assistance and Initial Relief Service (LFCAIRS) Volunteer**
- ❖ **Safety Committee Volunteer**

Accreditation

The Department of Public Standards and Training manages accreditation for the Fire Agencies and Firefighters in Oregon. DPSST closely follows the National Fire Protection Association's (NFPA) professional standards. Each position in their organization meets the recommended accreditation levels.

Lebanon Fire District

Current Certifications

Emotional and Practical Support

Certification	Completed	Date
Psychological First Aid Completion		
Shadow Time Completion		

Water Tender Operator

Certification	Completed	Date
NFPA Driver/Operator		
Mobile Water Supply		

Rehab Unit Operator

Certification	Member	Date
NFPA Driver/Operator		
CPR & First Aid Training		

Rehab Unit Member

Certification	Member	Date
Member CPR & First Aid Training		
Supervisor		

FEMA ICS Certifications

Certification	Completed	Date
ICS-100		
ICS-200		
ICS-700		

EMS Certification/ EMS Volunteer

Certification	Completed	Date	Standing Orders
Emergency Medical Responder			
Emergency Medical Technician			
EMT- Advanced			
EMT- Intermediate			
EMT- Paramedic			

Volunteer Programs

Certification	Member	Date
Events, Fundraising, and Community Education		
LFCAIRS Member		
Safety Committee Member		
Car Seat Installation		

New Member Work Book



Member Name: _____

Member Signature: _____

Date Program Started: _____ Officer Signature: _____

Program Completed: _____

STEP 1 – New Member (1st 14 Days)

Objective: Step One is the beginning of the training program which begins with an introduction to the Lebanon Fire District. This starts the day after new member orientation. Then followed by step 2 training that is required for regulatory compliance and District policies.

Trainer Initials	Student Initials	Date Completed	Training Module	Assigned to	
			Door Codes	A	R&R
			Ethics Pledge	A	R&R
			Heavy 7	A	R&R
			Email Sign-in	A	R&R
			Active 911	A	R&R
			Crewsense	A	R&R
			DPSST #	A	DCT
			Station Assignment <ul style="list-style-type: none"> • Meet your company officer/Liaison • Expectation meeting • Exchange contact information • Mailbox 	A	Ca/Lt
			Target Solutions Login	TS	R&R
			Sexual Harassment Awareness	TS	Ca/Lt
			Ethics	TS	Ca/Lt
			NFPA 1500 Hazard Communication	TS	Ca/Lt
			NFPA 1500 Bloodborne Pathogens Safety	TS	Ca/Lt
			Heath Insurance Portability and Accountability Act (HIPAA)	TS	Ca/Lt
			NFPA 1500 Respiratory Protection	TS	Ca/Lt

Course Key: TS = Target Solutions, C = Classroom, A = Action

STEP 2 – Training for Ride Along (28 days)

Objective: Step Two is structured to provide the new Volunteer with an understanding of department functions, what is carried and where. Introduce the Incident Command system which is used on all emergency incidents. And finally, to provide an understanding of Fire District communications and Safety, and to learn the Lifesaving skills of providing high quality CPR to an unconscious person who is not breathing and is pulseless.

Trainer Initials	Student Initials	Date	Training Module	Assigned to	
			FEMA SID #	F	R&R
			IS-100.c Intro to Incident Command System	F	R&R
			IS-200.b ICS for Single Resources and Initial Action Incidents	F	R&R
			IS – 700.a - National Response Framework, An Introduction	F	R&R
			IS – 800.b - National Incident Management System (NIMS) An Introduction	F	R&R
			Department Communications & Safety	TS	Ca/Lt
			Defensive Driving Strategies	TS	Ca/Lt
			BLS - CPR	C	DCT
			EMS Protocols (EMR's/EMT's)	C	DCT
			ID Card Issue	A	R&R
			Completion of Step 2 ➤ Class B Uniform/Coat/Sweater ➤ Cleared for in district Ride-Time		
Course Key: TS = Target Solutions, F = FEMA website C = Classroom, A = Action					

Volunteer Programs

The Lebanon Fire District provides numerous opportunities to volunteer in different capacities. As a new member to the District we encourage you to look at the areas that fall to your strengths and interests. If you have questions about an area that you would like to participate in the Lieutenant of Recruitment and Retention can provide you with further information.

- Event, Fundraising, and Community Education Volunteer
- Car Seat Technician
- Lebanon Fire Community Assistance and Initial Relief Volunteer
- Safety Committee Member



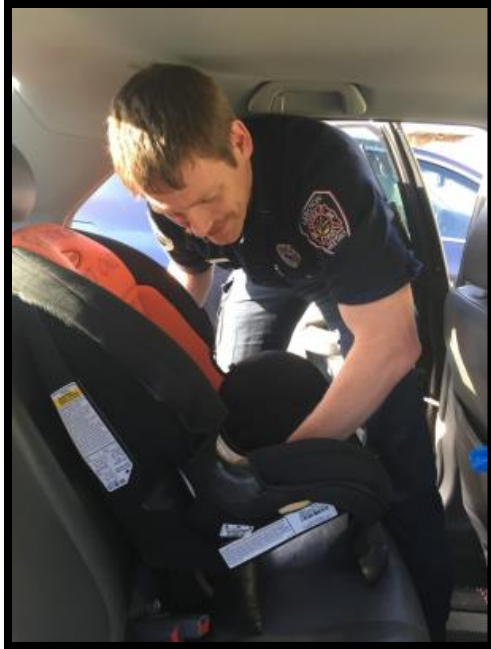


Event, Fundraising, and Community Education Volunteer

The District also encourages members to participate in the events that are put on. We are always looking for members to help in the various areas that require additional support. Some of those areas include the following:

- ✓ Smoke Alarm Installation
- ✓ Public Education at Events
- ✓ Be Seen at Halloween
- ✓ Community Appreciation Day
- ✓ Fire Prevention Week
- ✓ Life Jacket Program
- ✓ Stair Climb Fundraising
- ✓ Address Markers Installation

There are many other opportunities to help the district other than those listed. All those opportunities will be presented when attending the monthly support volunteer meeting on the third Thursday of every month.



Car Seat Technician



The Lebanon Fire District maintains members with the capability of properly installing car seats for the public. The car seat program is maintained by the Car Seat Program Manager. Inquiries into the program should be sent to the program manager. The Division Chief of Training can advise members who the current manager is.

To become a certified technician the member must complete a three-day course presented by Safe Kids Worldwide. The member must be physically capable of climbing in and out of a vehicle and strong enough to snugly put in a car seat.

Once training is completed the member must maintain their certification. Maintenance requirements include installing at least 5 car seats every two years observed by a senior technician, participation in a public check-up event, and six hours of continuing education training.

LFCAIRS

LFCAIRS is the Lebanon Fire Community Assistance and Initial Relief Service. Established in 2006, LFCAIRS assumed the reins of the services previously provided by the Lebanon Fire Auxiliary.

LFCAIRS is a non-profit organization with the goal of providing resources to the community during emergency situations. Outreach programs include the following:

- Immediate assistance for fire victims
- Bicycle helmets
- Burn-out assistance
- Car Seats
- Funds for distribution by EMS and Fire personnel to mitigate the needs of the community (i.e. cab fare, prescription medications, etc.)

LFCAIRS meets the first Tuesday of the month from January through September. The contact for membership is LFCAIRS President or Secretary. Lebanon Fire District employees are encouraged to attend meetings. Employees' significant others may also participate in the committee.





Safety Committee

The purpose of a safety committee is to bring workers and managers together to achieve and maintain a safe, healthy workplace. The Lebanon Fire District's committee consists of management, fulltime and volunteer personnel.

The position of Safety Officer is held by the Training Chief and is a non-voting advisor and administrator to the Committee. The maximum committee size is a total of twelve voting members. Required OSHA courses must be completed at a local training class or on the internet within the first two months of becoming a committee member.

The Committee meets on a monthly basis with the following agenda:

- Develop and promote programs to improve the safety, health and education of employees.
- Keep the Chief and Management informed of safety and health issues.
- Review, track, and make recommendations of accident and incident reports.
- Conduct quarterly safety inspections.
- Review, track, and make recommendations of employee reported observations of hazards.

For more information about the safety committee contact the Lebanon Fire District's Safety Officer the Division Chief of Training.

Emotional and Practical Support Volunteer Work Book



Emotional and Practical Support Volunteer

One of the most important functions that we can provide as support volunteer members is emotional support to the citizens we serve during crisis. The member certified to provide emotional support will be contacted directly by Fire District, law enforcement, and hospital staff when the need arises. As an emotional and practical support volunteer the member will respond and provide support with community members who have suffered hardships in the following areas:

- Loss of a significant other
- Property loss due to fire
- Traumatic event due to injury or illness
- Support during natural disaster
- Victims of violent crimes
- Victims of significant motor vehicle collisions

The requirements for providing this level of support are completion of the online course Psychological First Aid. The training member will also be required to respond with a current member to whiteness and then provide emotional support. Once the senior member is comfortable with the trainee the senior member will communicate with the Fire Corps liaison and be released to respond for emotional and practical support.

Task	Date of Completion			Signature (Fire Corps Liaison)
Completion of the Psychological First Aid				
A member must shadow at a minimum of three times before being released. Final check-off provided by R&R Lieutenant or DC of Training				
Shadow current member	Initial/date	Initial/date	Initial/date	Final Check-off

Tender Operator/ Rehab Unit Operator Work Book





Pump/ Driver Time

Please record time operating the apparatus.

In addition, record your time on a training slip and submit it to the training officer.

Unit Number	Trainer Initials	Student Initials	Date Completed	Task Performed (Ex. Pump time, Aerial operation, Drive time, Drafting etc.)	Time Spent Training

Lebanon Fire District

Rehab Unit Operator Introduction

To become a Rehab unit operator the member must complete the following:

- ✓ Target solutions online training (DC of Training)
- ✓ Equipment Familiarization (Current Certified Member)
- ✓ Emergency Vehicle Operator Course (EVOC)
- ✓ Drive time with a certified member
- ✓ Completion of the NFPA Driver/Operator Taskbook
- ✓ Finale Driver Check-off (Lieutenant of R&R or DC of Training)

Once the above criteria are completed the member is released to respond as the operator of the unit to training events and emergency scenes requiring rehab for firefighters.

As an operator it is your responsibility to ensure that equipment is replaced and the vehicle is restored after an incident.

Driver/Operator Training

Unit 11 (Rehab Unit) and Check-Offs

Trainer Initials	Student Initials	Date Completed	Skill/ Class			
			Driver Safety Class (Target Solutions)			
			Rehab Unit Orientation -Weekly Check/ PStrax -Inventory -Radios -Accident SOP -Fuel Card			
			NFPA Driver/ Operator Task Book			
			Driver Course -Three times through the course without hitting cones.	Trainer Initials/Date	Trainer Initials/Date	Trainer Initials/Date
			Drive Time -30 minutes each.			

Water Tender Operator Training

To become a Water Tender operator the member must complete the following:

- ✓ Driver/Operator Certification
- ✓ Pump Operator Course (Internal or External course)
- ✓ Equipment Familiarization/ Pump Diagram
- ✓ Emergency Vehicle Operator Course (EVOC)
- ✓ Drive Time with a Certified NFPA Mobile Water Supply Operator
- ✓ Final Operator Check-Off (Lieutenant of R&R or DC of Training)

Once all of the above criteria have been met the member is qualified to respond the vehicle to the appropriate emergencies.

Unit 28/29 2012 KME Freightliner

Skill/Class (Date and Initial Box)						
Driver Course (Zero cones struck)						
Drive Time -3 hours -30 min blocks						
Date Completed	Instructor Signature		One Diagram of Unit 28/29			
			Maintain a copy for your records			

Additional Hours (If the instructor would like additional hours of drive time for student)

Date Completed	Skill/Class						
	Drive Time						

Trainer Initials	Student Initials	Date Completed	Task Completed
			Mobile Water Supply Operator Task Book
			NFPA Mobile Water Supply Operator Certification

Unit 28/29

2012 KME

Model	Freightliner M2 Chassis
Wildland Resource type	Type 3 Water Tender
Engine	International Maxx Force diesel. -330 HP at 2000 RPM.
Transmission	Allison 3000 EVS Transmission. -5 speed automatic transmission.
Pump	500 GPM, Hale APS
Engaging the pump	-Place the transmission in neutral. -Set the air brake. -Place PTO switch to "Pump". -The "Ok to Pump" light should be on.
Pump and Roll	No
Tank Capacity	2000 Gallons, Polytank.
Foam System	No
Foam Tank	No

Emergency Medical Services Volunteer Section





Emergency Medical Services Evaluations and Check Offs

To obtain medical standing orders with the Lebanon Fire District an employee must complete the following check offs and evaluations. An employee can obtain standing orders to the EMS level they are currently licensed with the State of Oregon.

Evaluators must be certified to the same level or higher than the student.

Emergency Medical Responder

Trainer Initials	Student Initials	Date Completed	Evaluation/ Check Offs
			Emergency Medical Responder task performance sheets completed
			Presented with Standing orders

Emergency Medical Technician

Trainer Initials	Student Initials	Date Completed	Evaluation/ Check Offs
			Emergency Medical Technician task performance sheets completed
			Presented with Standing orders

Emergency Medical Technician Advanced

Trainer Initials	Student Initials	Date Completed	Evaluation/ Check Offs
			EMT Advanced task performance sheets completed
			Presented with Standing orders

Emergency Medical Technician Intermediate

Trainer Initials	Student Initials	Date Completed	Evaluation/ Check Offs
			EMT Intermediate task performance sheets completed
			Presented with Standing orders

Paramedic

Trainer Initials	Student Initials	Date Completed	Evaluation/ Check Offs
			Paramedic task performance sheets completed
			RSI –Adult Task Performance
			RSI- Pediatric Task Performance

Paramedic Evaluations

Six evaluations must be completed by at least two separate paramedics; one paramedic must be an FTO. Upon completion of final evaluation, the student's FTO will give final approval for standing orders.

Six Paramedic Evaluations:			
Date/ Initials			
Trainer Initials	Student Initials	Date Completed	
			FTO Final Approval
			Training Officer Approval
			Presented with Standing Orders



LEBANON FIRE DISTRICT
Emergency Medical Responder (EMR) ORIENTATION

NAME _____

The following skills and procedures must be completed by the EMR prior to being approved for full standing orders by the Lebanon Fire District. The EMR can receive a sign-off for successful completion of these skills in training or on an actual call, at the discretion of their Officer. The evaluator must be certified at the same level or higher than the skill being observed. LFD Paramedics may also be utilized to sign off observed skills. Evaluators must initial and date when the skills are successfully demonstrated.

_____	Attach regulator to a "D" tank
_____	Supply oxygen to a patient via NC at correct flow
_____	Supply oxygen to a patient via NRB at correct flow
_____	Ventilate a patient with a pocket mask
_____	Ventilate a patient with a BVM
_____	Attach pulse oximeter
_____	Rapid trauma assessment
_____	Focused trauma assessment
_____	Medical complaint patient assessment
_____	Taking vital signs
_____	Describe Trauma System entry/activation
_____	Demonstrate START triage procedure

DATE/INITIALS _____

Airway management/Cardiac arrest management

_____	Perform adult 1 and 2 person CPR
_____	Perform child CPR
_____	Perform infant 1 and 2 person CPR
_____	Demonstrate FBO in conscious and unconscious patient
_____	Size and place OPA
_____	Size and place NPA
_____	Demonstrate oral suction with rigid suction catheter
_____	Manage cardiac arrest scenario per EMR protocol
_____	Demonstrate long bone splinting: humerus, radius, tibia, fibula
_____	Demonstrate traction splinting of suspected femur fracture
_____	Demonstrate immobilizing joint injury: knee, elbow, ankle
_____	Demonstrate spinal immobilization of supine patient
_____	Demonstrate spinal immobilization of a seated patient
_____	Demonstrate spinal immobilization of a standing patient
_____	Demonstrate spinal immobilization and rapid extrication
_____	Demonstrate adequate knowledge of LFD EMR protocols
_____	Demonstrate correct gurney operations
_____	Prepare ambulance for transport of multiple patients

DATE/INITIALS

_____	Demonstrate proper maintenance of cardiac monitor
_____	Demonstrate set-up of IV drip set and saline lock
_____	Review helicopter utilization protocol and procedures
_____	Demonstrate management of emergency childbirth
_____	Demonstrate management of amputated extremity



LEBANON FIRE DISTRICT EMT ORIENTATION

NAME _____

The following skills and procedures must be completed by the candidate prior to being approved for full standing orders by the Lebanon Fire District. The FF can receive a sign-off for successful completion of these skills in training or on an actual call, at the discretion of their Officer, but the evaluator must be certified at the same level or higher than the skill being observed. Evaluators must initial and date when the skills are successfully demonstrated.

_____	Attach regulator to a "D" tank
_____	Attach regulator to an "M" tank
_____	Demonstrate setting up nebulizer
_____	Ventilate a patient with an automatic ventilator at appropriate setting
_____	Attach pulse oximeter
_____	Rapid trauma assessment
_____	Focused trauma assessment
_____	Medical complaint patient assessment
DATE/INITIALS _____	

Airway management/Cardiac arrest management

_____	Demonstrate placement of a King Airway
_____	Manage cardiac arrest scenario per EMT-B protocol
_____	Demonstrate lead placement for 4-, and 12-lead ECG
_____	Demonstrate adequate knowledge of LFD EMT protocols

DATE/INITIALS _____



- _____ Demonstrate set-up and use of blood glucose meter
- _____ Demonstrate SQ injection
- _____ Demonstrate set-up of IV drip set and saline lock with T-connector
- _____ Complete a chart for a medical patient
- _____ Complete a chart for a trauma patient
- _____ Complete a chart for a patient refusal

LEBANON FIRE DISTRICT
EMT-A ORIENTATION

NAME _____

The following skills and procedures must be completed by the FF prior to being approved for full standing orders by the Lebanon Fire District. The FF can receive a sign-off for successful completion of these skills in training or on an actual call, at the discretion of their Officer, but the evaluator must be certified at the same level or higher than the skill being observed. Evaluators must initial and date when the skills are successfully demonstrated.

DATE/INITIALS

IV therapy

- _____ Demonstrate placement of an IV using aseptic technique
- _____ Demonstrate administering medication via IV injection
- _____ Demonstrate placement of an IO line using aseptic technique

Pharmacology/Patient management

- _____ Manage a patient with a known narcotic overdose (Narcan)
- _____ Manage a patient with symptomatic hypoglycemia (Dextrose).
- _____ Manage a patient with Respiratory Emergency (Requiring use of Nebulized tx)
- _____ Demonstrate adequate knowledge of LFD EMT-A protocols



Lebanon Fire District
EMT-I ORIENTATION

NAME _____

A FF certified as EMT Intermediate must also complete the EMT orientation. The EMT Intermediate orientation must be completed before the end of the probationary period or to receive LFD standing orders. The evaluator must be certified at same level or higher than the skill observed.

DATE/INITIALS

Airway management

_____ Demonstrate suctioning of oropharynx with flexible catheter

Pharmacology/Patient management

_____ Manage a patient with symptomatic hypoglycemia

_____ Manage a patient with symptomatic bradycardia

_____ Manage a patient in cardiac arrest, non-shockable rhythm

_____ Manage a patient in cardiac arrest, shockable rhythm

_____ Identify NSR from static strip or simulator

_____ Identify VT from static strip or simulator

_____ Identify VF from static strip or simulator

_____ Identify tachycardia from static strip or simulator

_____ Identify bradycardia from static strip or simulator

_____ Demonstrate adequate knowledge of LFD EMT-I protocols



LEBANON FIRE DISTRICT
FF Paramedic ORIENTATION

NAME _____

A FF certified as EMT Paramedic must also complete the EMT and the EMT Intermediate orientation. The EMT Paramedic orientation must be completed before the end of the probationary period or to receive LFD standing orders. The evaluator must be certified at the same level or higher than the skill observed.

DATE/INITIALS

Airway management

- _____ Confirm Proper ET Tube placement, with use of EID , ETCO2 and Color Metric CO2 Detector devices.
- _____ Demonstrate proper procedure for CPAP
- _____ Demonstrate Cricothyrotomy Procedure with CRIC Kit
- _____ Demonstrate management of patient in respiratory distress.
- _____ Demonstrate Proper Use of Ventilator Device.

Cardiac

- _____ Obtain and interpret a 12-lead ECG
- _____ Demonstrate external pacing with Zoll Monitor
- _____ Manage a patient in cardiac arrest using a Zoll Monitor
- _____ Demonstrate pediatric cardiac arrest management using BSA tape
- _____ Manage a patient with symptomatic SVT

Miscellaneous

- _____ Requisite knowledge of pain medication lock-up and documentation
- _____ Demonstrate use of Magill forceps
- _____ Demonstrate Proper Needle Chest Decompression with use of Needle Device.
- _____ Demonstrate adequate knowledge of LFD EMT-P protocol

LEBANON FIRE DISTRICT

RAPID SEQUENCE INTUBATION

Task performance:

This task performance requires an additional EMT to assist with airway management during the procedure. It is assumed that the patient already has IV access established and the EMT will be providing BLS airway support prior to intubation. The adult patient is 200 lbs and requires RSI due to an uncontrolled airway with an intact gag reflex. It is recommended that the student use the quick reference card provided to identify appropriate medication dosages. The student can draw up medication prior to beginning the task, but must verbally confirm dosages.

Equipment Required – Intubation Kit, BVM, Adult Mannequin Head, RSI Kit. IV Line with drip set.

Adult Patient

	Pass	Fail
Identify Indications for RSI	_____	_____
Prepare Intubation Equipment as per Standard Intubation	_____	_____
Administration of Etomidate, 0.3mg/kg IV/IO	_____	_____
Administration of Succinylcholine, 1.5 mg/kg IV/IO	_____	_____
<i>Examiner identifies that fasciculation has stopped.</i>		
Perform intubation (No more than two attempts)	_____	_____
Ensure that the ETT is properly secured	_____	_____
<i>Examiner advises candidate that the patient requires continued sedation.</i>		
Administration of Versed 2.5 – 5mg	_____	_____
<i>Examiner advises candidate that the patient is not maintaining adequate sedation and the Transport will be greater than 15 minutes.</i>		
Administration of Vecuronium, 0.1mg/kg IV/IO	_____	_____
At the end of the task performance if there are any failures the student must re attempt the entire task performance.		

Examiner Name: _____ **Examiner Signature:** _____



LEBANON FIRE DISTRICT

RAPID SEQUENCE INTUBATION

Task performance:

This task performance requires an additional EMT to assist with airway management during the procedure. It is assumed that the patient already has IV access established and the EMT will be providing BLS airway support prior to intubation. The pediatric patient is 30 lbs and requires RSI due to an uncontrolled airway with an intact gag reflex. It is recommended that the student use the quick reference card provided to identify appropriate medication dosages. The student can draw up medication prior to beginning the task, but must verbally confirm dosages.

Equipment Required – Intubation Kit, BVM, Pedi Mannequin, RSI Kit. IV Line with drip set.

Pediatric Patient

	Pass	Fail
Identify Indications for RSI	_____	_____
Prepare Intubation Equipment as per Standard Intubation	_____	_____
Administration of Etomidate, 0.3mg/kg IV/IO	_____	_____
Administration of Succinylcholine, 2 mg/kg IV/IO	_____	_____
<i>Examiner identifies that fasciculation has stopped.</i>		
Perform intubation (No more than two attempts)	_____	_____
Ensure that the ETT is properly secured	_____	_____
<i>Examiner advises candidate that the patient requires continued sedation.</i>		
Administration of Versed 0.1mg/kg	_____	_____
<i>Examiner advises candidate that the patient is not maintaining adequate sedation and the Transport will be greater than 15 minutes.</i>		
Administration of Vecuronium, 0.1mg/kg IV/IO	_____	_____

At the end of the task performance if there are any failures the student must re attempt the entire task performance.

Examiner Name: _____ **Examiner Signature:** _____

Task Books

