Orchard Beach Volunteer Fire Department, Inc.

7549 Solley Road Glen Burnie, MD 21060

Member Name

TRAINING MANUAL

This manual was issued to
Probationary Member:

This manual was issued by –

This manual was issued on –

Date:

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Welcome

The Members of the Orchard Beach Volunteer Fire Department, Inc. would like to begin by formally welcoming you to our Organization. The OBVFD is a vibrant

organization built upon commitment and hard work. Our success is a direct reflection of our members and their desire to serve. We are excited that you have decided to join us and are appreciative of you and your commitment to this Organization.

Mission Statement

Orchard Beach Volunteer Fire Department will accomplish its vision by ensuring all members are competent and capable in needed areas of training, being regularly engaged with local community groups, and strive to reflect the local community, be professional, and provide equity to all.

Vision Statement

The Vision of the Orchard Beach Volunteer Fire Department is to provide emergency services to the community in the areas of fire, emergency medical services, and other incident response, provide non-emergency services to the community in the areas of public safety, fire prevention, and public affairs, and to provide an environment of inclusion to all people in the department and out in the community.

Orchard Beach Volunteer Fire Department, Inc. Probationary vote eligibility

All new members of the Orchard Beach Volunteer Fire Department, Inc. must complete a probationary period. During this period the members of the department will constantly monitor your performance. This record will document your progression through our probationary period and will be permanently recorded in your personnel file. This will ensure that you are prepared to be successful in our Organization.

There are six sections, to be completed at intervals. You will not be eligible for a vote until you complete the required sections of the probationary manual (see progression chart below). EMS-only must complete up to Section 2; and Firefighter/EMTs must complete all sections (if you do not have EMT yet, you temporarily skip the questions and skills that require EMT to proceed to the other sections).

. Good luck and welcome aboard.

Probationary Member:		ID#:		
Anticipated 6 Month Vote and Completion: / /				
Vote progressi on	Sections completed	Membership chair		
1 Month: section 1	//			
3 month: section 2 & 3	//			
6 month vote: section 4	//			
	ons based on their me	has successfully completed the embership type and is recommended to come		
Fire Chief:				
Probationary M	lember:			
Date: /	/			

The purpose of *Section 1* is to familiarize the probationary member with the OBVFD and its policies that guide day-to-day operations as well orient members with the AACOFD, LOSAP, and other stakeholders in Anne Arundel County.

- **1.1** What year was the Orchard Beach Volunteer Fire Department, Inc. founded?
- **1.2** Please complete the names for the following diagram of the Operational and Administrative Officers of the OBVFD.

OPERATIONS	ADMINISTRATION
FIRE CHIEF	PRESIDENT
ASSISTANT FIRE CHIEF	VICE PRESIDENT
CAPTAIN	TREASURER
	ASSISTANT TREASURER
CAPTAIN	SECRETARY
LIEUTENANT	BOARD OF DIRECTORS
LIEUTENANT	MEMBERS
LIEUTENANT	
EMS COORDINATOR	

- **1.3** What is the address of the fire station?
- **1.4** What is the telephone number(s) to the fire station?
- **1.5** Explain the "chain of command" and the importance of following it.
- **1.6** If an active member cannot make a regularly scheduled monthly company meeting, what should they do?
- **1.7** What must a member do to maintain their status as an active member?

- **1.8** What is the door combination to the station exterior doors?
- **1.9** What is the "*Hotline*" and who should answer it?
- **1.10** How do you answer the regular station phone?
- **1.11** Upon entering the station what is the first thing you should do?
- **1.12** Immediately upon receiving a riding assignment, what should you do?
- **1.13** What is LOSAP?
- **1.14** How is LOSAP recorded?
- **1.15** If you complete the requirements of the LOSAP program will you receive a retirement?
- **1.16** Why is it important to document your participation for LOSAP and still participate in the department staffing scheduling calendar?
- **1.17** What is the Dispatch Channel for AACOFD?
- **1.18** What is the North Side Operations Channel for Medical, Local Alarms and other Alarms?
- **1.19** What does a Box Alarm consist of?
- **1.20** Define a Multi-Family Dwelling.
- **1.21** Define a High-Rise Building.
- 1.22 Define an Obvious Rescue.
- **1.23** Define a Special Service.
- 1.24 What is a Still Box?
- **1.25** What is Level I Staging?
- **1.26** What is Level II Staging?
- **1.27** If someone contacts the station and inquires about anything in reference to joining, the inquiry should be directed to?
- **1.28** What do you do if someone calls the station to report an emergency?
- **1.29** What do you do if someone comes to the station to report an emergency?
- **1.30** Does the department have an EEO Policy and where is it located?

- **1.31** Who votes on you to grant you full membership in the OBVFD?
- **1.32** Name the two members of the AACOFD who were killed in the line of duty.
 - **1.32.1** What are the dates that each occurred?
 - **1.32.2** Summarize the circumstances of each Line of Duty Death.
- **1.33** How do you report a building and grounds problem, who should you notify immediately?
- **1.34** How do you report a problem with the apparatus, who should you notify immediately?
- **1.35** How do you report a problem with equipment on the apparatus, who should you notify immediately?
- **1.36** Copies of AACOFD Departmental orders, can be found in what section of the OBVFD website?
- **1.37** Explain the importance of signing up on the website for duty shifts.

- **1.38** Probationary members shall demonstrate how to sign up for a duty shift on the website.
- **1.39** Probationary members shall demonstrate that he/she has been added to the email distribution list.
- **1.40** Probationary members shall demonstrate that he/she has been signed up for an Firefighter I or EMT-basic class or has started the reciprocity process for EMT-B.

Section 1: Introduction

Probationary member	has successfully completed,
Section 1: Introduction, of their Pro	obation Manual. The Officer signing below
acknowledges that the member ha	s satisfactorily answered all questions for each
section and successfully demonstra	ated and explained all necessary sections.
·	•
Officer:	Signature:
	5
Member:	Signature:
	5
Date: / /	

Section	Member Name	Officer Name, Date
1.38		
1.39		
1.40		

Section 2: Ambulance

- **2.1.** How many backboards should be carried on the ambulance?
- **2.2.** If you have a "patient encounter" then you must execute a Patient Refusal and or a Patient Care Report. True or False?
 - a. Define Patient Encounter.
 - b. What are the contraindications for obtaining a patient refusal?
 - c. How do you document a patient encounter if you are unable to obtain a refusal?
- **2.3.** Fill in the chart to indicate specialties/Capabilities at each hospital's ER.

Hospital Name	B u r n	C a r d i a c	OB	P E D S	r o	T r a u m a
Baltimore Washington Medical Center						
Harbor Hospital Center						
University Of Maryland						
Anne Arundel Medical Center						
Johns Hopkins Bayview Hospital						
Howard General						
Saint Agnes Hospital						
Johns Hopkins Hospital						
Johns Hopkins Peds Hospital						
Shock Trauma						
Mercy Medical Center						

- **2.4.** What are the responsibilities of the first due EMS unit on a structure fire?
- **2.5.** If you are dispatched as the ambulance on a Box Alarm, can you engage in firefighting operations without being ordered?
- **2.6.** What does APS and PTO stand for and when do you do it?

- **2.7.** At what pressures should you replace the on-board O2 bottle and portable O2 bottle?
 - a. Identify where oxygen is carried in the ambulance.
 - b. Explain how to check if there is enough oxygen in a tank.
- **2.8.** When should the trash be taken out of the Ambulance?
- **2.9.** Name and define the hospital Alert Statuses.
 - a. What is hospital re-route? And please define the policy.
 - b. What are the exceptions to the hospital alert statuses?
- **2.10.** What medications should be carried on the ambulance?
- **2.11.** What is the role of the EMS duty officer and how do you get in contact with them?
 - a. When is it appropriate for you to contact the aforementioned officer?
- **2.12.** The Emergency Medical Resource Center (EMRC) can be used to request consults. What phone number or radio channel can you use to request a consult?
 - a. What can EMRC be used for other than hospital consults?
- **2.13.** What information should you provide to the triage nurse when you arrive at the hospital?
- **2.14.** How many sets of vitals signs should all eMEDS reports contain unless otherwise documented?
- **2.15.** When should the ambulance be washed?
- **2.16.** In the event you find yourself in a dangerous situation, what should you do?
- **2.17.** What data needs to be downloaded and submitted to the EMS office following a cardiac arrest?
- **2.18.** How can you make contact with the CISM (Critical Incident Stress Management) team? When are they accessible?
- **2.19.** When transporting an inmate from a detention center, who must accompany you during the transport?
- **2.20.** Describe the Direct to Triage (DDT) policy and procedure.
- **2.21.** How many portables should the crew have on them at all times while riding.

- **2.22.** Describe the hospital reroute policy.
 - a. When do you contact the EMS Officer?
- **2.23.** What EMRC region are we in?

- **2.24.** Demonstrate radio proficiency on the mobile and portable radios.
 - a. Proficiency in changing channels and regions, specifically, EMRC, Baltimore City EMS Talk Group, At Patience Side, and SME Changes from Portable.
 - b. Demonstrates ability to request a re-recommendation and o/s notification (for after-hours notification).
- **2.25.** Demonstrate and explain how to operate the Stryker cot.
 - a. Also explain how to change the batteries and when it is appropriate to do so.
 - b. Demonstrate and explain how to change the Stryker cot batteries and when it is appropriate to do so.
- **2.26.** Demonstrate and explain how to operate the Stryker stair chair.
- **2.27.** Demonstrate and explain how to log in to the Ipad, open up CHATS, EMEDS ELITE, @ HA, the CAD App, and the online CAD.
- **2.28.** Demonstrate and explain how to do a complete ambulance daily check (Operative IQ).
- **2.29.** Demonstrate sufficient skills to complete Tiburon reports.
- **2.30.** Demonstrate how to change the portable oxygen tank, and verbalize how to change the on board oxygen tank.
- **2.31.** Demonstrate proficiency in navigation.
 - a. Please actually go to one location designated by the driver in in each of the following box areas: 11-13, 11-06, and the 13-02. By ONLY using the provided map books.
 - b. Use the iPad to direct the driver to one location using either previous calls in Active 911
 - c. Demonstrate the ability to get direction directly from the CAD app.

2.32. Demonstrate competence on a minimum of 3 calls of which A119 is the transport unit for at least 1 call, where you will be riding in the front as the tech, navigating your driver and providing primary patient care. Competence will be evaluated by an active member designated by a line officer to ride as third.

Please document each call as indicated below: FTO's please initial next to all applicable tasks the EMT successfully completed.

Call #1		
Incident #:	Date:	
Correctly navigated d	river to scene	Proficiency in using the radio
Proficiency in using (Prepared a competent Emeds report
Complete the below if PT was train		
Obtained PT information	tion and history	Obtained accurate vital signs
Provided appropriate	treatment	Effectively registered the patient
Effectively gave repo	rt to triage nurse	
FTO Signature:		_
Call #2		
Incident #:	Date:	
Correctly navigated d	lriver to scene	Proficiency in using the radio
Proficiency in using (CAD	Prepared a competent Emeds report
Complete the below if PT was train		
Obtained PT information		Obtained accurate vital signs
Provided appropriate	treatment	Effectively registered the patient
Effectively gave repo	rt to triage nurse	
FTO Signature:		
Call #3		
Incident #:	Date:	
Correctly navigated d	river to scene	Proficiency in using the radio
Proficiency in using (Prepared a competent Emeds report
Complete the below if PT was train		
Obtained PT information	tion and history	Obtained accurate vital signs
Provided appropriate	treatment	Effectively registered the patient
Effectively gave repo		
FTO Signature:	_	

Probationary member	has successfully completed
acknowledges that the member l	robation Manual. The Officer signing below has satisfactorily answered all questions for monstrated and explained all necessary
Officer:	Signature:
Member:	Signature:
Date: / /	

Section	FTO Initials	Date
2.1 - 2.23		
2.23		
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2.28		
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2.31		
2.32		

Section 3: Engine Company

The purpose of *Section 3* is to familiarize the probationary member with the Engine Company, its hose loads, and its equipment and how to operate it.

- **3.1:** What is the year and make of Engine 113?
- **3.2:** What is Engine 113's apparatus Number?
- **3.3:** According to AACOFD, what is the minimum staffing for Engine 113?
- **3.4:** What is the rated capacity of Engine 113's pump in gallons per minute (gpm)?
- **3.5:** How many gallons of water does Engine 113 hold?
- **3.6:** Identify the responsibilities and appropriate equipment for each of the riding positions.

Driver Entry
Officer Lay-Out
Line Back-Up

- **3.7:** Please make a diagram explaining where each riding position is seated on the apparatus.
- **3.8:** What are the different sizes of hose carried on Engine 113?
- **3.9**: List all pre-connected attack lines, please include length, hose diameter.
 - **3.9.1:** List all the nozzle type (Fog or Smooth Bore) of the pre-connected attack lines with the line and tip pressures.
 - **3.9.2**: What are the sizes of the stacked tip smooth bore nozzle on the Deck gun?
- **3.10:** List all hose supply hoses, short sleeves on the apparatus, include length and hose diameter?
- **3.11:** What is the high rise bundle? Explain its purpose and how to deploy it.
- **3.12:** What is in the "Officers Pack"?
- **3.13:** What are the six different types of layouts?
- **3.14:** When completing a split-lay, what is the "layout" riding position's responsibility?

- **3.15:** Where is the inline foam eductor stored?
- **3.16:** What is the difference between a supply line and an attack line?
- **3.17:** List all Attack lines carried, please include length and hose diameter.
- **3.18:** What size is the "trash-line" and can it be used for structural firefighting?
- **3.19:** Name all ladders carried on Engine 113.
 - **3.19.1:** Name the parts of an extension ladder.
 - **3.19.2:** Name the parts of a roof ladder.
- **3.20:** Explain why it is important to use attack lines from Engine 113 whenever possible over pulling attack lines off of other engines?
- **3.21:** What is the first due Engine Company's responsibility on a structural fire?
- **3.21.1:** How does the first due Engine Company's responsibility on a known basement fire differ?
- **3.22:** What is the second due Engine Company's responsibility on a structural fire?
- **3.23:** What is the third due Engine Company's responsibility on a structural fire?
- **3.24**: What is the forth due Engine Company responsibility on a structure fire?
- **3.25:** What are the responsibilities for the Engine Company on a working fire dispatch?
- **3.26:** What is a C.A.N report?
- **3.27:** Name all forcible entry tools carried on E113.
 - **3.27.1:** What additional forcible entry tools may be required for an apartment and commercial building fire?
- **3.28:** Name all appliances located on E113.

- **3.29:** Probationary members shall demonstrate and explain laying-out and repacking 4" supply lines.
- **3.30:** Probationary members shall demonstrate and explain deploying, advancing and repacking all attack lines.

- **3.31:** Probationary members shall demonstrate and explain deploying and repacking the leader line while extending it with a Highrise Pack..
- **3.32:** Probationary members shall demonstrate and explain how to place the deck gun in service..
- **3.33:** Probationary members shall demonstrate and explain raising, lowering and storing the 24' extension and 14' roof ladder.
- **3.34:** Probationary members shall demonstrate and explain advancing an uncharged and charged hose line up a 24' extension ladder.
- **3.35:** Probationary members shall demonstrate and explain how to secure and raise the following hand tools via rope. Flat-head axe, halligan bar and hook.
- **3.36** Probationary members shall start the saw and demonstrate how to change the blade, refuel and clean the saw and finally how to ready it for service.

Section 3: Engine Company

Section 3: Engine Company, of the acknowledges that the member ha	has successfully completed, ir Probation Manual. The Officer signing below as satisfactorily answered all questions for each rated and explained all necessary sections.
Officer:	Signature:
Member:	Signature:
Date: / /	

Section	Member Name	Officer Name, Date
3.29		
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Section 4: Rescue Squad

The purpose of *Section 4* is to familiarize the probationary member with the rescue squad, its equipment and how to operate it.

- **4.1:** What is the year and make of Rescue Squad 11?
- **4.2:** What is Rescue Squad 11's apparatus Number?
- **4.3:** According to *AACOFD*, *what* is the minimum staffing for Rescue Squad 11?
- **4.4:** What are the Rescue Squad's primary responsibilities on a structure fire when dispatched as the Search Company?
- **4.4.1:** In what order are these responsibilities executed?
- **4.5:** Define the term "Splitting Crews" as it pertains to the responsibilities of the Rescue Squad while operating as the Search Company.
- **4.6:** What are the responsibilities of the Rescue Squad or Truck on the working fire dispatch?
- **4.7:** What type of call is Rescue Squad 11 always taken for whether dispatched as an engine or not?
- **4.8:** Identify the responsibilities for each of the riding positions while operating as a Rescue Squad on a Motor Vehicle Accident.

Driver Cribbing/Hook
Officer Lights/Bar
Spreaders/Hook Glass/Hook
Cutters/Entry Ladders

4.9 Identify the responsibilities and appropriate equipment for each of the riding positions while operating as a Special Service at a structural fire. Not Assigned with RIT.

Driver Cribbing/Hook
Officer Lights/Bar
Spreaders/Hook Glass/Hook
Cutters/Entry Ladders

- **4.10** What is a Rapid Intervention Team, the minimum number of personnel to be assigned to it and their duties and responsibilities?
- **4.11** Identify the equipment to be assembled for RIT.
- **4.12** Define the term Mayday.
- **4.13** What is defined as an oxygen deficient environment?
- **4.14** What does the acronym **L U N A R** stand for?
- **4.15** When should steps be taken to protect the patient in a motor vehicle accident and how can we easily accomplish this?
- **4.16** What must be considered prior to stabilizing any vehicle?

- **4.17** Why is it recommended to remove trim prior to cutting on the vehicle?
- **4.18** Can the airbags deploy after the battery is disconnected?
- **4.19** What is the typical order of operations (Dash, Doors and Roof) for extricating a person from a vehicle and why?
- **4.20** What is the difference between a "Dash Roll" and a "Dash Lift"?
- **4.21** What are the two types of Jacks on the Rescue Squad and what is each of their capacities?
- **4.22** Explain the difference between the *Paratech* struts and the *Res-Q-Jack Super X Struts*.
 - **4.22.1** What tips and base plates can be used with the Res-Q-Jack?
- **4.23** What type of cribbing technique must you utilize to elevate the air bags from the ground?
- **4.24** What is the rated pull capacity of the portable winch and what do we use it for?
- **4.25** How many and what are the capacities of the portable come-a-longs?
- **4.26** What is the difference between a ratcheting chain binder and a chain binder?
 - **4.26.1:** What is the rated capacity?
- **4.27** What is a picket system, what is it used for and how is it set up?
- **4.28** Identify the different types of saws and what they are used for.
- **4.29** What air (pneumatic) tools do we carry on the Rescue Squad?
- **4.30** What are the maximum operating pressures of the following pneumatic devices?

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4.31.1 Air Bags4.31.2 Air Tools4.31.2 Air Chisel
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- **4.32** What must you do as you lift with any device (Spreaders, Air Bags, Rams, and Jacks)?
- **4.33** When utilizing the spreaders to lift an object what must you put <u>under</u> the spreader tip?
- **4.35** What are the blades on the gas powered circular saws capable of cutting?
- **4.36** What are the two types of meters for atmospheric monitoring on the rescue squad, what do they measure and in what units?

- **4.37** What is the rated capacity of 1" tubular webbing?
- **4.38** What is the rated capacity of $\frac{1}{2}$ " static kern mantle rope?
- **4.39** What is the difference between the rated capacity and the safe working load rating of rope? What is the safe working load for ½" static kern mantle rope?
- **4.40** What shall the salvage cover be used for on a fire ground and an extrication scene?
- **4.41** Complete and submit an inventory of the Rescue Squad.

- **4.42** Probationary members shall start all saws (including electric and battery operated) and demonstrate how to change the blades/chains, refuel, fill bar oil, and clean the saws and how to ready them for service.
- **4.43** Probationary members shall demonstrate how to start, operate and refuel all gasoline-powered equipment.

4.43.1 Lights, PPV Fan, and *HOLMATRO* portable pumps.

- **4.44** Probationary members shall demonstrate how to place the PPV Fan in service.
- **4.45** Probationary members shall demonstrate how to place in service multiple portable quartz lights including the tripod lights.
- **4.46** Probationary members shall demonstrate and explain the operation of the RIT bag and all components.
- **4.47** Probationary members shall demonstrate how to utilize the Hydra-Ram and explain everything that is in the Entry Bag.
- **4.48** Probationary members shall explain how to force padlocks utilizing different equipment on the Rescue Squad.
- **4.50** Probationary members shall <u>explain</u> how to use the <u>K-tool</u>.
- **4.51** Probationary members shall demonstrate and explain a box, platform and wedge cribbing.
- **4.52** Probationary members shall demonstrate and explain how to place step-chocks.
- **4.53** Probationary members shall demonstrate and explain how to place the *Res-q-lacks* in service on a vehicle on its side and roof.

- **4.54** Probationary members shall demonstrate and explain how to use the high-lift and bottle jack.
- **4.55** Probationary members shall demonstrate how to place the airbags in service.
- **4.56** Probationary members shall demonstrate and explain how to use the airbag controller kit.
- **4.57** Probationary members shall demonstrate and explain each air tool.
- **4.58** Probationary members shall demonstrate and explain how to connect and disconnect the HOLMATRO tools.
- **4.59** Probationary members shall demonstrate and explain how to operate in a portable setting with the *HOLMATRO* tools.
- **4.60** Probationary members shall demonstrate and explain door and side removal.
- **4.61** Probationary members shall demonstrate and explain removing the roof of a vehicle.
- **4.62** Probationary members shall demonstrate and explain a "Dash Roll" evolution.
- **4.63** Probationary members shall demonstrate and explain how to set up a "Z-Rig" haul system.
- **4.64** Probationary members shall demonstrate and explain how to lash a patient into the stokes basket.
- **4.65** Probationary members shall demonstrate and explain how to secure the stokes basket to the haul line of a "Z-Rig" system.
- **4.66** Probationary members shall demonstrate how to set up an anchor point and secure a vehicle via chains, come-a-long and heavy straps.
- **4.67** Probationary members shall demonstrate and explain how to deploy the Res-Q-Jacks.

Probationary member	has successfully completed,
Section 4: Rescue Squad, of their P	robation Manual. The Officer signing below
acknowledges that the member ha	s satisfactorily answered all questions for each
section and successfully demonstr	ated and explained all necessary sections.
Officer:	Signature:
Member:	Signature:
Date: / /	

Section	Member Name	Officer Name, Date
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