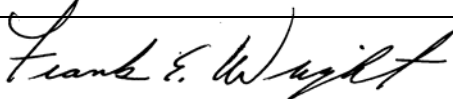
	Health & Safety	
	SUBJECT	Physical Conditioning and Wellness Program
	REFERENCE NUMBER	HS-06-04
	EFFECTIVE DATE	January 01, 2006
	Signature of Approval	 Frank E. Wright, Fire & Rescue Chief

TO: All Career Personnel

FROM: Lt. Wayne Braithwaite

This memo supersedes all previous PC/WP memos.

The Department's Physical Conditioning/ Wellness Program is a required part of our job.

The occupation we have selected requires strength and aerobic endurance. The current Physical Fitness Program is a maintenance program that was developed by ARA, Human Factors. The agility portion of the City of Winchester's entrance exam for Fire & Rescue was designed and approved around our PC/WP.

To improve consistency we must follow the Department's PC/WP. I recently reworked everyone's individual program. This means all personnel shall workout every day they work or three times a week, if they are on day work/modified schedule. Your Workout, Weather permitting, shall consist of proper stretching, your approved individual weight and aerobic programs. You need to log in the logbook the time you left for PT and returned. Also the logbook should reflect if you did your in-station program. If for some reason beyond your control you are unable to complete your PT program, be sure to log in the logbook that you did not do PT and the reason.

ASSIGNED TIMES:

Station 1 and 2 will go at 1000 hours. Station 4 and 5 will go at 1100 hours.

Our goal is to perform PT each day, however, various situations could cause you to have to deviate from your allotted time frame such as incidents, training, inspections, and other assignments. If you are unable to go at your assigned time, advise the Career Duty Officer of the reason and when you plan to go. Be sure to log this information in the logbook.

Reminder that Spring Sports at Handley High School restricts the use of the track between 1500 and 1800 hours from March to June.

PROPER ATTIRE FOR PC/WP

1. Clean Department Tee shirt
2. Clean Department sweat pants and shorts, department coveralls may be substituted in place of the sweat pants when responding to an incident.
3. Clean Department sweatshirt. Blue or gray hooded sweatshirt.
4. Clean Socks.
5. Approved department workout shorts
6. Dark navy blue, black, or white spandex shorts can be worn under the Department shorts.

WEATHER PERMITTING

1. How would I start and finish my program?
Answer: Each program is designed so that each individual should start and finish their specific program the same.
1. Dressed in department's physical fitness clothing for PC/WP.
2. Travel time, if needed.
3. Stretching exercises for 15-20 minutes.
4. One (1) set of bent knee sit-ups or abdominal crunches.
5. One (1) set of push-ups.
6. One (1) set of weight training.
7. Repeat 4 (rotate what you did above), 5 and 6.
8. Travel time, if needed.
9. Aerobic portion of your portion walk/run (stretching may be required prior to starting).
10. One cool down lap.
11. Shower and dress in appropriate uniform.
12. Time allotted for completion of your program is 1 ½ to 2 hours.

INCLEMENT WEATHER

1. Snow
2. Sleet
3. Rain
4. Temperatures below 35°F
5. Wind chill factor less than 25°F
6. Temperature above 88°F

This information can be obtained from channel 6 or 34. The track must be completely dry for safety.

When inclement weather or temperature prohibits your outside workout, the **“IN-STATION”** workout program shall be performed. The in-station workout shall consist of proper stretching, isometric exercises with tubing, and the 5-minute aerobic step exercise.

NOTE: During inclement weather personnel assigned to stations with an approved treadmill are **required** to complete their aerobic program utilizing the treadmill in place of the 5-minute step. Should the station have an approved weight machine, personnel are **required** to complete their weight lifting program in place of using the rubber tubing.

IN-STATION

1. Dressed in Department's physical fitness clothing for in-station PT.
2. Stretching and Warm-up
3. One (1) set of bent knee sit-ups or abdominal crunches
4. One (1) set of push-ups
5. Arm curls using rubber tubing or if approved weight machine is available individuals will complete their weightlifting program.
6. Behind the neck lift using rubber tubing.
7. Front arm lift using rubber tubing
8. Repeat 3 (rotate from what you did above), 4, 5, 6, and 7.
9. Five minute aerobic step exercise or if an approved treadmill is available individuals will complete the aerobic program.
10. Cool down.
11. Shower and dressed in appropriate uniform

ANNUAL TESTING

The Winchester Fire & Rescue Department will conduct annual testing for the Physical Conditioning/Wellness Program for all career personnel. The Program Administrator will determine the date/time of the annual test. The annual test will be made up of the following:

1. Bent Knee sit-ups
2. Push-ups
3. Sit and reach
4. Aerobic testing (walk/run)

There will be no more than 2 stations at the track at one time except during annual training. If you are unable to go to PT at your assigned time, you will need to communicate with the other stations before going to the track.

As a matter of voluntary self-improvement, should you desire to utilize an approved treadmill in the evening after completing your aerobic program earlier in the day, you must stay within the parameters of your specific walk/run program.

The mission behind our Physical Conditioning and Wellness Program is to assist each of us in maintaining strength, endurance, and a healthier life. Only through your dedication this profession can this be accomplished.

Should you have any questions or suggestions regarding the Physical Conditioning and Wellness Program, please forward this information to me through your station supervisor.

pc: Chief Miller

Deputy Chief Wright

Captain Moore

Lt. G. Gano

Lt. K. Yost

Lt. M. DeHaven

Lt. T. Braithwaite