



**City of Winchester
Fire & Rescue Department
STANDARD OPERATING PROCEDURE**



Section: Training	SOP: 12.4
Subject: Aerial Apparatus Operator Training Program	Executed: September 8, 2014
	Revised: April 15, 2015
Approved:  Kevin Yost, Retired Battalion Chief	Approved:  Allen W. Baldwin, Fire Chief

SCOPE

To establish a training program for the operation of aerial apparatus at the Charlie Rouss Fire Company (Station 2).

PURPOSE

The uniqueness of aerial apparatus requires specialized training to become proficient. This procedure will outline the training requirement for all personnel (trainee) selected to become Aerial Apparatus Operators (AAO) within the Winchester Fire and Rescue Department (WFRD).

PROCEDURES

Personnel Selection Criteria

Personnel selected by the department will be a combination of driver/aerial operator need at station 2 and qualifications of the individuals. The following outlines the minimum requirements to be considered for selection to train on the aerial apparatus and Station 2:

- Minimum career development rank of EMT/Firefighter Technician
- Driver/Operator-Aerial Certification Course meeting NFPA 1002 Standard
- Not on any type of disciplinary probation during the selection for the process or during the course delivery.

Supervision

Department personnel assigned to complete the AAO training will be supervised at all times during their training at Station 2. At no time will the trainee be permitted to operate alone until this training program has been satisfied and they are cleared operationally. The supervision will be administered by any of the WFRD career officers

assigned at Station 2. In the absence of a Station 2 career officer, cleared AAO's assigned to work at Station 2 can be used for this purpose on a temporary basis.

In the absence of a Station 2 career officer; questions or concern requiring immediate attention shall be forwarded to the Battalion Officer on duty. All other questions or concerns shall be forwarded to the career Station 2 **Battalion** officers via email.

If the trainee is currently assigned to another WFRD station; the trainee's supervisor at their assigned station shall be kept informed of their training progress at Station 2. The career Station 2 officers will communicate and share training progress with the Station 2 volunteer Chief and Deputy Chief.

Station Routines

The trainee shall learn the Daily, Weekly, and Monthly Station 2 routines by assisting in these tasks each working shift. While scheduled at Station 2, the posted training log shall be used to log all daily training activities to list all job tasks/functions completed. This shall show the majority of time worked in addition to regular logbook entries; apparatus check sheets, and incident reporting procedures.

Station Routines for Station 2 encompasses the fire station, office buildings on Braddock Street and Boscawen Street, and the restaurant/apartments on Boscawen Street. Each trainee assigned at Station 2 shall have a general knowledge of the "workings" of these locations. A complete walk-through of the facilities shall be conducted with a Station 2 career officer during the first few days of assignment to Station 2.

Driver/Aerial Operator Refresher

A complete review of the following modules of the Virginia Department of Fire Programs "Driver Aerial Operator Course" shall be conducted in a classroom setting:

- **Module 6** – Types and Construction of Aerial Apparatus
- **Module 7** – Positioning Aerial Apparatus, Operating Telescoping Aerial Apparatus
- **Module 8** – Aerial Apparatus Strategies and Tactics
- **Module 9** – Aerial Apparatus Maintenance, Power and Hydraulic Systems Failures
- Review of written manuals and guides for the specific aerial devices at Station 2

The trainee will be required to pass a knowledge test with a score of 70% **prior to final clearance as an Aerial Operator.**

Apparatus Familiarization

Becoming skilled in locating all loose equipment on the aerial devices and Serv. Unit shall be a required task. The trainee will be trained in the operation of all loose equipment and shall show proficiency in operations of this equipment. All "in-cab" switches and controls, fluid locations, and apparatus mounted equipment will be learned prior to any on-street operations. Daily inspections will be performed during this training

and logged on an “Apparatus and Equipment Monthly Inspection Log” for each day for each aerial device.

The first apparatus priority for the trainee will be Truck 2, training may be conducted on both Truck 2 and Ladder 2 simultaneously but clearance will be completed on Truck 2 before Ladder 2.

When the trainee has completed this familiarization, they shall be evaluated by the career station officer **or cleared AAO assigned to work at station 2** and competencies will be logged on “Apparatus Driver Training Log”.

Aerial “Street Knowledge”

The trainee will become familiar with safe response routes throughout the City. This will be a classroom review of all city streets with a look at accessibility and maneuverability. This includes departures and approaches to Station 2. Aerial devices are larger and heavier than most other apparatus and may have difficulty attempting to travel on all local streets and properties. This knowledge will be enhanced as the trainee begins on-street driving and operations.

Aerial Apparatus Driving and Operating

The trainee will drive and operate each aerial device during daylight, nighttime hours, and inclement weather conditions (seasonal). The trainee will drive and operate each aerial device on emergency incidents and will be evaluated for each response. The “Aerial Driver Check-Off” form shall be completed for each street drill and incident response; the trainee must be scored a 3 or above from the grading scale of 1-5 on the majority of the completed forms.

The stokes rescue operations shall be taught and the trainee must show proficiency in performing a stokes rescue operation from an above grade location.

AT ALL TIMES THE SAFETY OF THE OPERATOR, OCCUPANTS, AND APPARATUS IS TO BE THE PRIORITY.

Commitment to Completion and Operational Clearance

Commitment to being cleared to operate without direct supervision will require self-study, personal focus, and a willingness to be trained. The employee will be scheduled to work with personnel assigned to station 2 and are expected to work/learn with each of their fellow firefighters as a team. It is expected that many hours of self-study will be needed for satisfactory completion of assigned tasks and skills.

A final written test will be administered covering all aspects of this Aerial Operator Training Program and must be completed with a minimum score of 70%. **All apparatus driving training logs and aerial check-off list needs to be completed and turned into the station 2 career Battalion Chief prior to final clearance.**

Final clearance as an aerial operator will be determined by the culmination of evaluation forms and recommendation from a Rouss Fire Company designee for driver training from the instructors.

The department reserves the right to assign cleared personnel to station 2 for the purposed of aerial operations. This training does not constitute a permanent re-assignment to station 2.

Record of Training

It will be the responsibility of each person enrolled in the aerial training course to properly log their training as per department policy.