



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



<b>Section:</b>	Health and Safety	<b>SOP:</b>	3.2
<b>Subject:</b>	Wellness and Fitness Program	<b>Executed:</b>	February 28, 2013
		<b>Revised:</b>	April 12, 2013 November 1, 2013 September 16, 2015
<b>Approved:</b>			
 Ronald M. DeHaven, Battalion Chief			

**PURPOSE**

To identify the length of time allotted each day for physical fitness exercise, identify appropriate facilities/locations for physical fitness training and identify fitness equipment that personnel are permitted to utilize while performing physical fitness training while on-duty. Also, to allow individual personnel to work with a peer fitness trainer to develop a physical fitness training program designed to address each member’s specific needs as identified through annual work performance evaluations and job requirements. This program is designed to help maintain and improve personal health and fitness.

**SCOPE**

The job of a firefighter is one of the most physically demanding occupations in the world. Above average aerobic capacity, flexibility, strength, and muscular endurance are all necessary attributes to perform the job of a firefighter in a safe and efficient manner. It is the responsibility of all operational personnel to maintain peak physical and mental fitness equivalent with the demands of their respective positions.

The Winchester Fire and Rescue Department (WFRD) Wellness and Fitness Program is designed to encourage and facilitate optimal physical fitness and overall wellness for all operational personnel. This is achieved through education, annual physicals, fitness evaluations, and participation in physical conditioning and rehabilitation.

**RESPONSIBILITIES**

A fitness program will be successful if all operational personnel assume certain responsibilities for themselves and others. Part of the answer is to have the personnel assume a degree of responsibility through an understanding of what is expected of him/her. It is the company officer’s responsibility to ensure this understanding. Officers at all levels are responsible for themselves and for the physical fitness of personnel

under their supervision. Officers are responsible for maintaining a high level of fitness with the lowest possible level of injuries.

## **PROGRAM STANDARDS**

The program is designed to be progressive, constructive, and non-punitive based on current recommendations from the following:

- International Association of Firefighters (IAFF), International Association of Fire Chiefs (IAFC) Wellness-Fitness Initiative
- National Fire Protection Association (NFPA) 1582 *Standard on Comprehensive Occupational Medical Program*
- NFPA 1583 *Standard on Health Related Fitness Programs for Firefighters*

## **PEER FITNESS ADVISORS AND TRAINERS**

Through the IAFF, the IAFC, and the American Council on Exercise (ACE), the department has provided fitness instructor training to select department personnel. Those who received certification as a result of this training hold the designation of Peer Fitness Trainer (PFT). Peer Fitness Trainers (PFTs) will be available upon request to assist personnel with their fitness goals, which may include:

- ~~a written performance program~~
- demonstration of exercise techniques and equipment use
- access to health and nutrition information

## **~~ANNUAL FITNESS ASSESSMENTS~~**

~~All operational personnel will attend an annual fitness assessment administered by the Health and Safety Committee as outlined in the Wellness and Fitness Program. The primary purpose of the fitness assessment is to provide a "fitness report card" to the individual and the department.~~

~~Generic information from the assessments will also be used to populate WFRD and/or IAFF data bases for the purpose of identifying fitness related trends in the fire service.~~

## **UNIFORMS**

During physical fitness training, all personnel are required to wear appropriate attire in accordance with "SOP 2.12 Uniforms". Physical fitness clothing should be clean neat and free from damage or alterations. Company Officers will ensure that all personnel comply with the parameters set by the SOP.

## **FACILITIES**

Participation in fitness activities must never compromise or delay response. All fitness activities must be performed within the assigned fire station or department approved facilities approved by the department's Fitness Coordinator. The fire stations are the preferred facility to perform physical fitness training. However, companies may request from the Battalion Officer to use out of station facilities. The following facilities are approved for physical fitness training.

- Fire Stations
- John Handley High School Track/Stairs (When no other school events are taking place)
- Daniel Morgan Track (When no other school events are taking place)
- WFRD Training Center Paved Parking Area
- Jim Barnett Park Fitness Course (North Loop ONLY)

When conducting physical conditioning away from quarters, units should park apparatus inconspicuously, keep radio volume down, be courteous, and show professionalism at all times. Civilian participation with WFRD units during fitness activities is strictly prohibited.

## **PROGRAM PARAMETERS**

Physical fitness training shall be performed while on-duty, by all uniformed personnel in accordance with his/her work schedule. Personnel should complete their fitness training during normal business hours (0700-1900hrs) and in accordance to “SOP 7.5 Warm and Cold Weather Operations”. However, incident responses and special department assignments may dictate that fitness training be modified or rescheduled to facilitate the needs of the department.

To provide all operational personnel of the department with the opportunity to maintain their fitness, the department will provide the following:

- Two (2) hours per scheduled work day for 24 hour shift personnel and four (4) hours per week for 40 hour per week personnel (this time includes dressing, the fitness workout, showering, and redressing in proper department uniform). As a minimum the individual should participate in the following fitness related activities:
  - Stretching
  - 30 Minutes of Cardio-Respiratory activities
    - Heart rate should be maintained at 60-80% of your maximum heart rate (220-age).
  - Resistance training that should target and train personnel for incident related tasks
- At the approval of the Battalion Officer, company’s may use 3<sup>rd</sup> run status to perform physical fitness training in accordance to “SOP 6.3 Accountability of Available Units”. A daily entry shall be made in the company’s logbook detailing activities performed and the time allotted.

## **GUIDELINES FOR PHYSICAL CONDITIONING**

The goal of the on-duty physical conditioning activity will be to maintain and improve strength, endurance, and agility in a safe, non-contact, and non-competitive manner.

The following components will be incorporated into physical fitness training to ensure the safety of personnel and optimize the conditioning benefit:

1. Adequate pre and post-hydration
2. Warm up
3. Aerobic conditioning
4. Strength conditioning
5. Stretching
6. Cool down

All operational personnel at every level must be aware of the indications of overexertion and suspend the activity as well as immediately render appropriate medical aid in the event a participant shows symptoms as listed below:

1. Onset of angina, chest pain, back pain, or joint pain
2. Signs of poor perfusion, light headedness, confusion, nausea, diaphoresis
3. Physical or verbal indication of extreme fatigue
4. Loss of consciousness, balance, or onset of vertigo

## **PHYSICAL CONDITIONING ACTIVITIES**

All physical fitness activities will be non-competitive and which do not lead to direct physical contact between personnel. Activities shall be designed to maintain and improve aerobic capacity, muscular strength/endurance, and flexibility. Examples of approved physical conditioning activities include but are not limited to the following:

- Weight training
- Walking, jogging, or running (approved facilities)
- Stair climbing
- Stationary aerobic training
- Circuit training
- Calisthenics
- Company Drills

Personnel wishing to participate in an outside commercially available program (ex. P-90X, Cross-Fit, Power 90, etc...) are to have written approval from the department's Health and Safety Committee.

## **NUTRITION**

Proper nutrition enhances the performance that is required during fire ground and emergency activities. A well balanced diet combined with an exercise program is the most reliable method to reducing an individual's body mass index to acceptable levels. Additional information can be found at <http://www.fns.usda.gov/fns/nutrition.htm>.

## **DIETARY AND FITNESS SUPPLEMENTS**

Although supplements are advertised in many popular fitness magazines, everyone should be aware that supplements are not as strictly controlled or monitored by the FDA as compared to prescription drugs.

Many supplements have been linked to adverse outcomes which include: psychiatric disturbances, cardiovascular risks such as increased blood pressure, palpitations, arrhythmia, heart attack, liver dysfunction, or stroke.

Before you buy and ingest a supplement, you need to know the hard, basic science behind it. You should only take supplements that have been successfully and positively reviewed through the rigors of scientific inquiry. Why? Because if you don't you're putting yourself at risk. The supplements market is not as regulated as the drug industry, allowing less scrupulous manufacturers to make claims about their products that may be based in faulty science.

Most individuals are more likely to benefit from a healthy, well balanced diet.

## **FITNESS EQUIPMENT**

Fire station equipment is standardized to meet the physical demands of a firefighter's job. The fitness equipment is ordered, installed, and maintained under the authority of the individual station, Wellness and Fitness Coordinator, and the Health and Safety Committee. All authorized fitness equipment available for use by personnel will be labeled as such. No unauthorized equipment shall be placed into the station without prior approval.

In conjunction with the station leadership, the department will maintain minimum aerobic, strength, and functional training equipment for each station. The fitness equipment may vary by facility based on the physical accommodations and number of personnel at that particular facility.

All fitness equipment will be determined and ordered by the Wellness and Fitness Coordinator. It is highly recommended that all volunteer departments consult with the Wellness Fitness Coordinator prior to considering any new or replacement fitness equipment.

All fitness equipment requests shall be directed in writing through the department's Wellness and Fitness Coordinator. The requests shall be submitted prior to October for planning consideration for the next budget cycle.

## **FITNESS EQUIPMENT MAINTENANCE AND REPORTING**

Each station will be responsible for basic, routine cleaning and upkeep of the fitness equipment that is assigned to their station.

All machines will be cleaned after use to prevent premature wear, mechanical problems, and build-up of rust and corrosion resulting from excessive perspiration. The machines outer surfaces should be wiped and cleaned with a diluted solution of all-purpose cleaner.

A schedule will be created by the Wellness and Fitness Coordinator to provide complete cleaning and maintenance on each machine. This process will encompass cleaning and lubrication of the internal components.

The Wellness and Fitness Coordinator will identify and train personnel who will be willing and responsible for overseeing the day-to-day maintenance and upkeep of the machines for that station. This individual will also be the contact for his/her respective station when problems with the machines arise.

All fitness equipment repairs shall be forwarded to the Wellness and Fitness Coordinator by submitting a complete and detailed description of the needed repairs utilizing the attached "Fitness Equipment Repair Request Form".

All fitness equipment shall be serviced annually or as necessary. Personnel are responsible for cleaning and disinfecting all equipment in order to extend the life span of the equipment and enhance the safety of the users.

### **FITNESS EQUIPMENT REPLACEMENT PROCESS**

Fitness equipment shall be replaced according to the industry standard replacement schedule. Replacement of fitness equipment shall be determined by budget availability, use, minimum complement, and repair history. The predetermined replacement shall be based on the purchase date identified on that particular unit or through the fitness equipment inventory.

- Treadmill - 8 years
- Elliptical / Natural Runners - 8 years
- Stepmill (PT 7000) - 8 years
- Cable Driven Equipment - 14 years
- Resistance Equipment - As Needed

