1. PURPOSE: The following guideline shall provide an outline for planning drill schools for new employees. The desire is to provide as much training prior to the employee being assigned to their shift, to both meet the requirements of Maine BLS and to get a head start on the required Firefighter 1 & 2 programs.

2. POLICY: The Deputy Chief of Training will be tasked with ensuring that new full time firefighters receive this initial training.

3. PROCEDURES:
The following is just an outline and may be adjusted as needed for each drill school depending on factors such as # of students, and students previous training and experience.

**Week 1 Orientation & EMS (42 Hours)**

**Day 1**

**Orientation**
- Introductions (meeting with the Chief of Department)
- Review issued book
- Review shift assignments, seniority, vacations, basic forms, etc.
- Complete any outstanding paperwork
- Set up users in Naviline
- Obtain city ID/proximity cards
- Back ground history of Fire Service and SPFD / Public Education
- Computer Class (Overview) (Conduct Lesson AS025 Computer Operations)
  - Naviline
  - IAMRESPONDING
  - SPFD Intranet
  - MDB
  - LG Mobile
  - Sansio Overview (more on EMS day)
- Tour Central Station (E-8, R-1) *Haz Mat 2 done at a later time*
  - Review SCBA fill station @ Central
- VOC Alarm system
- Setup Tour of 109 Middle St (Dispatch Center)
- Tour Public Works (Fuel)
- Tour 425 Broadway & 10 Soule Street
- Tour 99 Preble St
- Tour Willard Station (E-2 and T-2)
- Tour Waterfront (Pier 2 and Gulf)
- Start Day 2 Items

**Day 2**

**Orientation Continued**
- Complete any unfinished tasks from yesterday
Review 800 Radio System PowerPoint
Tour Waterfront (CITGO, Global and outer Main St locations)
Tour Ridgeland Estates
Tour Cash Corner Station (E-5, T-1, E-3, Foam Trailer and Terminator)
Tour Rigby Yard, Hannaford Warehouse (location only)
Tour Thornton Heights (E-6)
Tour Western Ave Station (Sq-4, R-2, E-1) *Haz Mat 1 done at a later time*
  - Review SCBA fill station @ West End
Tour Airport access gates and Fairchild Semiconductor/Texas Instruments (locations/gates only)
Tour Mall (sprinkler connections and alarm locations, service courts)
Tour 1700 Broadway

SOG’s & Policies (review all SOG’s but focus on following)
  - 110.8 Building Security
  - 120.4 Respiratory Standard
  - 120.6 CISM
  - 130.2 Safety
  - 140.1 Dress Code
  - 140.5 Discipline
  - 311.1 Emergency Vehicle Operations
  - 323.1 Fire Ground Accountability
  - 327.1 Safe Fireground Operations
  - 332.1 Definition of Alarms
  - 333.2 Mayday
  - 341.1 Incident Management
  - 410.1 Post Structure Fire Air Monitoring
  - 412.1 RIT
  - 434.1 Fireground Operations
  - 441.1 High Rise Events
  - 443.1 Tank Farm Operations
  - All Hands Call Back Info

Day 3
Mandatory EMS Training & Requirements
Classroom
  - Blood Borne Pathogens
  - SOG 511.1 Infection Exposure Control Plan
  - SOG 512.2 Tasered Patients
  - CPR Refresher

Hands on Evolutions
  - SCBA Fit Test
  - Ride time if finished early

Day 4
EMS Topics
Classroom
  - Sansio Program and Basic Run Reporting
  - SOG 555.1 Firefighter Rehab
  - Jones & Bartlett Chapter 19 (Firefighter Rehabilitation)
  - Physical Fitness

Hands on Evolutions
  - Hospital Tours
  - Ride time if finished early
Week 2 Firefighting (42 Hours)

Day 1
Safety, Survival, Personal Protective Equipment, SCBA, Fire Behavior, Extinguishers
Classroom
  o Jones & Bartlett Chapter 2 (Firefighter Safety)
  o Jones & Bartlett Chapter 17 (Firefighter Survival)
  o Jones & Bartlett Chapter 5 (Fire Behavior)
  o Jones & Bartlett Chapter 7 (Portable Extinguishers)

Hands on Evolutions
  o Skill Drill 2-1
  o Skill Drill 2-5 or 2-6 (student choice)
  o Skill Drill 2-11
  o Skill Drill 2-13
  o Skill Drill 2-15
  o Skill Drill 2-16
  o Skill Drill 7-5 (using SPFD prop)
  o Ride time if finished early

Day 2
SCBA, Search & Rescue, TIC, & RIT Awareness
Classroom
  o Jones & Bartlett Chapter 13 (Search and Rescue)
  o Conduct TIC training PowerPoints

Hands on Evolutions
  o Skill Drill 13-1
  o Skill Drill 13-9
  o Skill Drill 13-11
  o Skill Drill 13-12
  o RIT/TIC Evolutions
  o Ride time if finished early

Day 3
RIT Operations Course (Day 1)

Day 4
RIT Operations Course (Day 2)

Week 3 Firefighting /Hazmat (42 Hours)

Day 1
Hose and Nozzles, Tools and Equipment, Foam, Forcible Entry
Classroom
  o Jones & Bartlett Chapter 16 (Fire Hose, Nozzles, Streams and Foam)
  o Jones & Bartlett Chapter 21 (Fire Suppression)
  o Jones & Bartlett Chapter 8 (Tools & Equipment)
  o Jones & Bartlett Chapter 11 (Forcible Entry)
  o Conduct Ethanol PowerPoint
  o Conduct Foam Trailer PowerPoint
  o Review Terminator and Foam Trailer @ Cash Corner Station

Hands on Evolutions
  o Skill Drill 11-1
  o Skill Drill 11-2
Day 2
Ladders, Ventilation, and Salvage & Overhaul
Classroom
- Jones & Bartlett Chapter 12 (Ladders)
- Jones & Bartlett Chapter 14 (Ventilation)
- Jones & Bartlett Chapter 18 (Salvage & Overhaul)

Hands on Evolutions
- Skill Drill 12-2
- Skill Drill 12-3
- Skill Drill 12-4
- Skill Drill 12-10
- Skill Drill 12-11
- Skill Drill 12-14
- Skill Drill 12-15
- Skill Drill 12-16
- Skill Drill 12-17
- Skill Drill 12-18
- Skill Drill 12-19
- Skill Drill 12-20
- Skill Drill 16-36
- Skill Drill 16-37
- Skill Drill 13-17
- Skill Drill 13-18
- Skill Drill 14-7
- Skill Drill 14-8
- Skill Drill 14-9
- Skill Drill 14-11
- Skill Drill 18-7
- Skill Drill 18-8
- Skill Drill 18-10
- Skill Drill 18-15
- Skill Drill 18-16
- Ride time if finished early

Day 3
Haz Mat Orientation
- SOG 622.1 WMD
- SOG 622.2 Radiological Response
- SOG 622.3 Initial Testing of Unknown Substances
- SOG 622.4 Response to fixed facilities
- SOG 624.1 Site Management
- SOG 625.1 Decontamination Procedures
- SOG 625.2 Call Company Decon Team
Meters and Equipment
- Review Haz-Mat 1 Equipment
- Review Haz-Mat 2 Equipment
- Ride time if finished early

Day 4
Level A/B Entries

Decon Operations
- Skill Drill 31-1
- Skill Drill 31-2
- Skill Drill 33-3

Week 4 Special Operations/Misc (42 Hours)

Day 1
Driver Training
Classroom
- Conduct Lesson Plan AR010 Driver Training
- Conduct CEVO certification (Conduct class with CD from CEVO book)
- Complete CEVO quiz and submit answer sheets to Training Deputy
- Conduct Public Safety Flagger PowerPoint
- Conduct I95-I295 Operations Guidelines PowerPoint

Hands on Evolutions (@ High School Parking Lot)
- Conduct Driving Course from AR010
- Ride time if finished early

Day 2
High Angle Rescue
Classroom
- SOG 735.1 Rope Classifications
- SOG 735.2 Rope Operations
- SOG 735.3 Engine Co Rope Bags
- Jones & Bartlett Chapter 9 (Ropes & Knots)

Hands on Evolutions
- Skill Drill 9-6
- Skill Drill 9-7
- Skill Drill 9-8
- Skill Drill 9-9
- Skill Drill 9-10
- Skill Drill 9-11
- Skill Drill 9-12
- Skill Drill 9-13
- Skill Drill 9-14
Day 3
Classroom (only)
- SOG 731.1 Ice Rescue
- SOG 351.1 Marine 2

Confined Space
Classroom
- SOG 733.1 Confined Space Rescue
- SOG 734.1 Structural Collapse
  - Lesson Plan

Hands on Evolutions
- Conduct Confined Space Rescue Training
- Ride time if finished early

Day 4
Vehicle Extrication
Classroom
- Extrication techniques and familiarization with Sq-4
- Conduct Holmatro’s Vehicle Extrication Techniques PowerPoint
- Jones & Bartlett Chapter 25 (Vehicle Rescue & Extrication)

Hands on Evolutions
- Skill Drill 25-3
- Skill Drill 25-6
- Skill Drill 25-8
- Skill Drill 25-9
- Using Airbag lifting systems
- Stabilization using Paratech struts

Graduation
- Each student is presented his helmet shield and badge by Chief of Department to signify completion of SPFD Rookie School

4. REFERENCES:
   - Maine Bureau of Labor and Safety

By Order Of:

Kevin W Guimond

Kevin W. Guimond
Fire Chief