FRESNO CITY
FIRE DEPARTMENT
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1008.6 Program Eligibility Form
The Fresno Fire Department Explorer Program is an official Department function that has been approved by the Fire Chief, Fresno City Risk Management and is chartered by through the Exploring Division of the Boy Scouts of America and Learning for Life Programs.

Exploring is Learning for Life’s career education program for young men and women who are at least 14 (and have completed 8th grade) and not yet 21 years old. Exploring is all about helping young adults make a more informed decision about future careers and determine if a career in the fire service is the right one for them. Exploring is not about lectures and slide shows – it’s about gaining practical experience in the firefighting field. The result is a program of activities that helps youth pursue their special interests, grow, and develop.

The vision of Learning for Life’s Exploring Program is “To provide positive and meaningful real-world career experiences and leadership development opportunities for all teenagers and young adults in their chosen field of interest.”

The goal of the Exploring Program is “To provide an overview of the Fire Service and prepare Explorers to be successful in a recognized Fire Academy.

5 AREAS OF EMPHASIS

1. Career Opportunities - real-world career skills
2. Leadership Experience - leadership skills employers crave
3. Life Skills - Conflict-resolution, problem-solving, relationship skills
4. Citizenship - learn democratic process and respect for others
5. Character Education - ethical decision making

EXPLORING THE FIRE SERVICE

Firefighting is one of the world’s most honored but hazardous occupations. It is the duty of every department to save lives, reduce injuries and property loss. By becoming a firefighter, an individual joins a profession that is rich in heritage of dedication, unselfish sacrifice, and inspired human action. A firefighter performs no greater service than coming to the aid of others. The firefighter’s job is not comfortable or easy; it is a profession that exposes an individual to a high level of personal stress and danger. Firefighting requires a high sense of personal dedication, a high level of skill, and a genuine desire to help people.
Most fire departments are considered ALL RISK departments. This means their members must respond and be prepared for any and all emergency situations. Firefighters are exposed to a never ending list of possible scenarios. Fires, medical emergencies, motor vehicle accidents, aircraft crashes, weather disasters, rescues, and hazardous materials incidents are just a few. From the first time an emergency situation is encountered until the last day of service, the public expects a firefighter to perform heroically. Firefighters are not extraordinary. They are ordinary people who often find themselves in extraordinary situations.

A firefighter’s reward goes beyond just the satisfaction of helping someone in need. It develops a sense of belonging and teamwork along with the understanding of having a dramatic impact on the social identity and values of the community.

Fire Explorers will be exposed to many of the vocabulary and skills used in fire departments. Through training and mentoring relationships, they can discover if the fire service is right for them and gather positive experiences to advance towards their career. Regardless of an Explorer’s career choice in the end, the experience and knowledge shared through exploring provides a solid foundation of life and interpersonal skills which can be used to advance any career.
PURPOSE

The Fresno Fire Department Explorers seek to provide young adults an effective exploring program designed to build desirable qualities of character, to train in the responsibilities of participating citizenship and to develop their personal fitness.

GENERAL ORGANIZATION

The basic unit of the Fresno Fire Department Explorer Program is the post. The post is sponsored by the City of Fresno and the Fresno Fire Department. The Fresno Fire Department is designated as the charter organization and is represented by the Fire Chief as the chartered organization representative.

The Fire Chief will designate a Chief Officer to provide leadership and oversight to the post. Under the designated Chief Officer, sworn and civilian Post Advisors will handle the operations and functions of the Explorer Post. A committee of Advisors will meet regularly to plan and organize the functions of the post.

FIRE EXPLORER BENEFITS

Fire exploring gives young people valuable insight into the firefighting profession. This insight will allow the individual to decide whether or not he/she desires to pursue a greater role in the fire service. By participating in the Explorer Program, the individual will gain personal confidence, learn how to use various tools and equipment, develop mechanical skills and aptitude and gain a greater awareness of personal and fire safety.

FIRE DEPARTMENT BENEFITS

The Department also benefits from its association with the Explorer Program. Fire explorers often assist with the performance of routine duties. These duties include public fire education and fire prevention activities, helping with ancillary functions on emergency scenes and other Department projects. The Department also benefits from adding higher quality applicants for future Department position openings. A well-managed Explorer Program will help to further the Fire Department’s positive role in the community and assist with public relations.
ISSUES SPECIFIC TO FIRE EXPLORER PROGRAM

There are some issues specific to the Explorer Program that must be considered when organizing the post. These issues are fairly unique when compared to other types of explorer posts. In particular, these issues are a direct result of the post's affiliation to the fire department and the aforementioned tendency for firefighting to be hazardous.

Even though the participant is not an actual member or employee of the Department, the Department rules and regulations, policies and procedures, instructions, special notices and any applying guidelines will apply and must be followed by all members. The following is a general list of guidelines that will be used in the formation of the Fresno Fire Department Explorer Program:

1. Explorers must be equipped with proper personal protective clothing and equipment that is appropriate for the activity being done.

2. Explorers may not be substituted for trained firefighters.

3. Explorers may only be mobilized as a post with the required leadership. Explorers are not on call as individuals to respond to emergency scenes.

4. Explorers who ride on apparatus or other Fire Department vehicle must be seated and must wear a seat belt.

5. Explorers may not drive a fire apparatus unless authorized by the Fire Chief or a Chief Officer.

6. Explorers may not perform ventilation procedures on top of an uncontrolled burning structure.

7. Explorers may not handle hand lines larger than 1 3/4 inch unless conducting a supervised training evolution.

8. Explorers cannot enter or remain in an IDLH (Immediately Dangerous to Life and Health) environment unless it is part of a supervised, controlled training evolution.
9. When operating near a hazardous atmosphere or environment, Explorers shall wear the same articles of PPE as required by the Department.

10. Explorers may not get involved in any direct, interior fire suppression activity on an uncontrolled emergency scene.

11. Explorers may not use any tools or gloves on energized electrical equipment or operate cutting torches.

12. Explorers may not climb ground ladders that exceed 35 feet in length, or not supported against a structure.

13. Explorers may only climb aerial ladders in a supervised, controlled training evolution with the appropriate safety equipment.

14. Explorers under the age of 16 years may not operate hydraulic rescue tools or equipment.

15. Explorers must obtain Advisor approval before visiting any station or scheduling a ride-along. Explorers under 16 are not allowed to schedule ride-alongs and only Explorers over 18 are allowed, when approved, to schedule full-shift ride-alongs.

16. During an approved ride-along, the Company Officer may allow a qualified Explorer to participate in supervised, emergency ground activities which does not violate any of the safety guidelines.
OBJECTIVE

The Fresno Fire Department Explorers goal is to provide a positive learning environment for youth members to gain exposure in many aspects of the Fire Service as well as prepare them to be successful if they decide to attend a fire academy. The Post will present training modules based from the Fire Engineering Firefighter I & II Handbook, Fresno Fire Department manuals, and other relevant training resources covering basic fire service subjects. These modules will be scheduled to attempt to complete all training modules within each calendar year and repeated annually.

Each module will consist of a didactic training presentation as well as any applicable practical training evolutions and demonstrations.

The purpose of each module is to provide an overview and not a comprehensive training on each subject covered.

The training modules are intended to be presented consecutively for ease of tracking, however modifications to the delivery schedule can be made without affecting the learning outcome.

MODULE LISTING
(with referenced Fire Engineering Firefighter I & II Handbook chapters)

Module 1 Explorer Program Overview/Expectations
Module 2 Mission/Organization of the Fire Service (Chapters 1-3)
Module 3 PPE/Safety (Chapters 9,10,17)
Module 4 Fire Behavior/Building Construction (Chapters 5,7)
Module 5 First Aid/CPR (Chapter 26, American Heart Association CPR)
Module 6 Hose/Fire Streams (Chapters 6,15,16)
Module 7 Ladders (Chapter 13)
Module 8 Tools/Ropes & Knots (Chapters 8,11)
Module 9 Salvage & Overhaul (Chapter 21)
Module 10 Forcible Entry/Search & Rescue (Chapters 12,19)
Module 11 Fire Attack/Ventilation (Chapters 14,20)
Module 12 Vehicle Fires/Extrication (Chapters 18,34)
Module 13 Specialized Rescue (Chapters 22, 35)
Module 14 Wildland
Module 15 Career Essentials
SPECIFIC MODULE DETAILS & TRAINING PLAN

Module 1 Explorer Program Overview/Expectations

Objectives:
- Introduction to new Explorers
- Post Organization and Procedures
- Learning for Life Program Objectives
- Explorer/Advisor Expectations
- Youth Protection Guidelines

Training Tools:
- Module 1 Presentation

Practical Evolutions:
- Drill Yard Tour
- Chief Officer Introductions
- Parent/Explorer Q&A

Module 2 Mission/Organization of the Fire Service

Objectives:
- Introduction to the Fire Service
- History of the Fire Service
- History of the Fresno Fire Department
- Fresno Fire Department Organization
- Fresno Fire Department Capabilities and Resources

Training Tools:
- Module 2 Presentation

Practical Evolutions:
- Station Tours (Station 3, USAR, HAZ-MAT, AARF)
Module 3 PPE/Safety

Objectives:
- Safety is Priority
- Risks in the Fire Service
- Personal Protection Equipment
- Assigned Explorer PPE
- SCBA
- Care & Use of PPE

Training Tools:
- Module 3 Presentation

Practical Evolutions:
- PPE Assignment
- Donning/Doffing PPE
- Emergency SCBA Operations
- Air Consumption Drill

Module 4 Fire Behavior/Building Construction

Objectives:
- Fire Tetrahedron
- Fire Development/Behavior
- Flow Path
- Building Construction

Training Tools:
- Module 4 Presentation

Practical Evolutions:
- China Town Buildings Tour
- Doll House Burn Demonstration
Module 5 First Aid/CPR

Objectives:
- Fire Service Medical Responses
- First Aid
- American Heart Association CPR

Training Tools:
- Module 5 Presentation
- CPR Certification Presentation

Practical Evolutions:
- American Heart CPR Certification

Module 6 Hose/Fire Streams (2 Scheduled Meetings)

Objectives:
- Water as an Extinguishing Agent
- Municipal Water Supply
- Fire Hose/Nozzles
- Basic Pump Theory
- Deploying/Operating Handlines
- Master Stream Devices
- Loading FFD Hose

Training Tools:
- Module 6 Presentation

Practical Evolutions:
- Hose Deployments (Handlines Week 1, Master Stream Week 2)
- Hooking to a Hydrant
- FFD Hose Loads
Module 7 Ladders (2 Scheduled Meetings)

Objectives:
- Ground Ladders
- Aerial Ladders

Training Tools:
- Module 7 Presentation

Practical Evolutions:
- Straight Ladder Raise
- Attic Ladder Carries
- 24’ Extension Ladder 2-man Raise
- Aerial Climb

Module 8 Tools/Ropes & Knots

Objectives:
- Hand Tools
- Power Tools
- Ropes
- Family of 8 Knots
- Tying Tools Aloft

Training Tools:
- Module 8 Presentation

Practical Evolutions:
- Family of 8 Knots
- Tying Tools Aloft
- Tower Rappel
Module 9 Salvage & Overhaul

Objectives:
- Salvage Operations
- Overhaul
- FFD Tarps
- Salvage Master

Training Tools:
- Module 9 Presentation

Practical Evolutions:
- Deploy/Fold Tarps
- Operate Salvage Master
- Broken Sprinkler

Module 10 Forcible Entry/Search & Rescue

Objectives:
- Forcible Entry Tools
- Forcible Entry Techniques
- Search
- Victim Rescues

Training Tools:
- Module 10 Presentation

Practical Evolutions:
- Door Breach
- Victim Drags
- Zero Visibility Tower Search
Module 11 Fire Attack/Ventilation

Objectives:
- Fire Extinguishment
- Interior Fire Attack
- Ventilation Operations

Training Tools:
- Module 11 Presentation

Practical Evolutions:
- Fire Behavior Burn
- Interior Attack Burn

Module 12 Vehicle Fires/Extrication (2 Scheduled Meetings)

Objectives:
- Vehicle Accidents/Extrication
- Extrication Tools
- Vehicle Fires

Training Tools:
- Module 12 Presentation

Practical Evolutions:
- Vehicle Extrication (Week 1)
- Vehicle Fire (Week 2)
Module 13 Specialized Rescue

Objectives:
- USAR
- HAZ-MAT

Training Tools:
- Module 13 Presentation

Practical Evolutions:
- Confined Space Drill
- Stokes Evolution

Module 14 Wildland

Objectives:
- Wildland Fires
- Wildland PPE
- Wildland Tools

Training Tools:
- Module 14 Presentation

Practical Evolutions:
- Wildland Hike
- Fireline Construction
- Shelter Deployment
Module 15 Career Essentials

Objectives:
- Fire Service Hiring Process
- Promotional Process
- Interview Skills
- Resume Review

Training Tools:
- Module 15 Presentation

Practical Evolutions:
- Mock Interview
- Resume Review
ELIGIBILITY AND STANDARDS

Applicants for the position of Fire Explorer must be 14 years of age and have completed the 8th grade. Fire Explorers must meet the following requirements:

1. Be a permanent resident within the initial response area of the Fresno Fire Department or Fresno County.
2. Have no felony convictions.
3. Complete an Explorer/BSA application. Registration fees are the responsibility of the applicant.
4. Complete a Learning for Life Annual Health and Medical Record.
5. Complete and submit a Fresno Fire Department Explorer application packet.
6. Maintain a 2.0 cumulative GPA or have graduated from high school.
7. Fire Explorers may continue in the program until their 21st birthday.

SELECTION OF APPLICANTS

All applicants shall be selected by use of the following procedure.

1. The individual should complete a recruitment submission form through the Explorer’s website (www.ffdexplorers.com)
2. During the open recruitment period, the applicant shall complete and submit a Fresno Fire Department Explorer application.
3. Upon receipt of the application, the Post Advisor shall review the application and schedule an orientation along with a physical agility test.
4. Complete a 1 mile run for time.
5. Pass a physical agility test consisting of the following, or similar evolutions for time:

- **Hose Pull**: Pull (drag) 150 feet of 1 ½” hose (uncharged) 160 feet.
- **Equipment Carry**: Pick up and carry two chainsaws around a pre-designated course and place them back in their original locations.
- **Victim Drag**: Lift a simulated victim, drag it around a pre-designated course and place it back in its original location.
- **Stair Climb**: Ascend and descend a flight of stairs (equivalent to five stories i.e. The Drill Tower).
- **Equipment Carry**: Carry two SCBA bottles up a flight of stairs to the third story.
- **Rope Pull**: Pull up a 1 ½” hose roll from the ground up to the third story window, place it on the window sill and lower the hose roll back to the ground.
- **Equipment Carry**: Descend with two SCBA bottles to the bottom floor.

6. Upon completion of the physical agility test, the Post Advisor will schedule a panel interview with the applicant.

7. Complete an oral interview by a panel of advisors.

8. Based on the interview, the Advisor shall place the successful applicant onto the eligibility list to fill roster vacancies as they become available. Failure to pass any of the portions of the recruitment process will require the applicant to reapply during the next open recruitment period.

9. Once a roster vacancy is identified, the Advisor shall contact the next applicant on the eligibility list and conditionally approve the candidate.
10. Prior to participation in the Explorer Program, the new member shall submit the following completed forms:

- Fresno Fire Department Explorer Application
- Learning for Life Youth Application
- Learning for Life Annual Health and Medical Record
- Medical Treatment Authorization
- Program Eligibility Form
- Academic Verification Form

11. The Advisor shall review these forms. The BSA application with fees shall be forwarded to the BSA in a timely manner. All other originals are to be maintained in a post personnel file.

12. Prior to participating in Explorer meetings or activities, the member will need to purchase the proper uniform and safety shoes. Personal protective equipment will be provided and issued by the Department.
The Fresno Fire Department Explorers Program is a youth organization sponsored by the Fresno Fire Department and chartered by the Boy Scouts of America.

DEPARTMENT RESPONSIBILITIES

As the sponsoring organization, the Department will provide:

1. Adult leadership
2. Appropriate meeting place
3. Training, supplies, equipment and facilities

ADULT LEADERSHIP

One Chief Officer, as appointed by the Fire Chief.

One Institutional Representative, as appointed by the Fire Chief shall coordinate communications and activities between the Fire Department, Boy Scouts of America Council Office and sponsored post. It shall also be his/her responsibility to function as the Post Advisor.

ADULT COMMITTEE

This Committee shall have at least four Department members including the Post Advisor and designated Chief Officer. Their duties are to include, but are not limited to:

1. Coordinate overall Explorer Program and approve post programs.
2. Establish a financial plan and approve expenses.
3. Establish Explorer rules and regulations for approval by the Fire Chief.
4. Provide an Annual Report to the Fire Chief.
5. Provide guidelines for recruitment, retention, and participation.
6. Approve and supervise special activities.
POST ADVISOR

The Post Advisor must be an active member or retired member of the Fresno Fire Department and shall be responsible for:

1. Providing the direct adult leadership, conduct, training and performance of post members.
2. The maintenance of post records.
3. Guiding young adults, who are the post leaders, in conducting routine operations and the preparation of proposed individual unit programs for approval by the Committee.

POST ASSOCIATE ADVISOR

The Post Associate Advisors can be either an active or retired member of the Fresno Fire Department or an adult civilian. Associate Advisors may be responsible for the following:

1. Assist the Post Advisor with the Adult Committee.
2. Supervise/teach the regular Explorer Meetings.
3. Supervise activities and events.
4. Provide field mentoring to Explorers during station visits.
5. Post Associate Advisors are required to be registered with BSOA/Learning for Life and complete any required training.

FIELD MENTORS

Field Mentors are active members of the Fresno Fire Department willing to mentor Explorers during approved station visits and ride-alongs. Field Mentors are responsible for:
1. Completing the Youth Protection Training through BSOA/Learning for Life and any other related training designated by the Post Advisor.

2. Communicate with any assigned Explorers to schedule station visits.

3. Facilitate supervised station visits for the purpose of training and preparing the Explorer for advancement.

4. Communicate with the Post Advisor of progress and evaluation of any Explorer during station visits or ride-alongs.

SUBJECT MATTER EXPERTS

Active or retired Department Members or civilians may assist the teaching or skills development of the Explorer Program. Subject Matter Experts will never replace the requirement of qualified supervision for any Explorer activity. Post Advisors will always be present whenever the Subject Matter Experts are with the Explorers.

YOUTH LEADERSHIP

The post will establish leadership opportunities for Explorers to assist the Advisors with the planning and functions of the program.

Examples of post leadership are:

1. Post Leader: Responsible for oversight of the entire youth leadership team.

2. Communications Leader: Responsible for disseminating information to members.

3. Activities Leaders: Helps plan, organize, and implement activities and events for the post.
POST DESIGNATED CHIEF OFFICER

An active Chief Officer will be appointed by the Fire Chief and shall coordinate communications and activities between the Fire Department and the Post.

The Designated Chief Officer will be responsible for:

- Establishing the Post Advisor and assisting with selection of the Associate Post Advisors and civilian adult leaders.
- Approve financial expenditures and provide regular financial audits.
- Authorize Department funding for Post activities.
- Coordinate post requests for facility and equipment use from the Department.
- Assure all Department rules and regulations are being followed by the post and advisors.
- Approve ride-along requests for qualified Explorers and review After Action Ride-Along forms.
- Preside over any disciplinary action or investigation on Explorer members or Post Advisors.

POST ADVISOR

The Post Advisor will be appointed by the Fire Chief or designee as a subordinate to the Committee Chair and shall provide the leadership and administration to the Post.

The Post Advisor will be responsible for:

- Establishing and maintaining accurate meeting and training records.
- Recruitment, training, and scheduling of Associate Advisors.
- Preparing as annual budget for presentation to the Committee.
- Scheduling of meetings, training, and Post activities.
- Delegating leadership tasks of the Post.
- Oversee the purchasing for the Post.
- Preparing an annual report for the Fire Chief, through the Committee.
- Upholds the standards and policies of the participating organization and Learning for Life.
Provides the necessary framework for protecting post participants from abuse.

Ensures that activities are conducted within safety guidelines and requirements.

Seeks to cultivate within the participants of a post a capacity to enjoy life and to have fun through the Exploring experience.

Insuring all Advisors have completed the Youth Protection Training and the Explorer Leader Training.

POST ASSOCIATE ADVISOR

The Post Associate Advisors assist the Post Advisor with the direct leadership and interaction with the Explorers. Post Associate Advisors will also serve on the Post Committee.

The Post Associate Advisors will be responsible for:

- Following the direction of the Committee, Committee Chair, and Post Advisor.
- Participating in the planning/discussion of the Post through the Post Committee Meetings.
- Participate in the scheduled Explorer Meetings, events, and Post activities.
- Assist with the development and implementation of the training modules and individual assessments.
- Recognize and provide mentoring and learning opportunities for the Explorers.
- Report all notable activities of the Post to the Post Advisor and/or the Committee Chair.
- Upholds the standards and policies of the participating organization and Learning for Life.
- Provides the necessary framework for protecting post participants from abuse.
- Ensures that activities are conducted within safety guidelines and requirements.
- Seeks to cultivate within the participants of a post a capacity to enjoy life and to have fun through the Exploring experience.
Completing both the Youth Protection Training and the Explorer Leader Training

ADULT COMMITTEE MEMBER

Civilian adults over the age of 21 may also serve on the Post Committee. Approval must come from the Post Committee Chairperson and Post Advisor. Adult Committee Members will assist in the planning and oversight of the Post.

ADULT INSTRUCTORS

Department members and civilian personnel may serve as subject matter experts and lead training instructors for Explorer meetings under the supervision of the Post Advisor or Associate Advisors. Adult Instructors are not required to complete the youth protection training but are not allowed to conduct instruction or training without the presence of an Advisor.
GENERAL INFORMATION ON FIRE EXPLORER RIDE-ALONG QUALIFICATIONS

In order to provide an opportunity for Explorers to acquire fire suppression experience, the Department has established a program that permits qualified explorers to accompany fire companies during routine and emergency activities. This program shall be on a volunteer basis for all participants.

While in the station for ride-along activities, the Explorer shall take part in appropriate station activities. This includes station and equipment maintenance, training, fire prevention activities and limited emergency medical service. However, at no time shall the Explorer be exposed to any hazardous situation or engage in any unsupervised, emergency fire suppression activities.

REQUIREMENTS FOR QUALIFICATIONS

To qualify, Explorers must meet the minimum requirements and be approved by the Post Advisor as Ride-Along Qualified. Explorers must, by demonstration (written, and/or verbal examination), satisfactorily perform each of the requirements listed below:

1. Be a member in good standing in the post.
2. Be at least 16 years old to ride along for up to 12 hours, 18 years old for a 24 hour shift.
3. Complete each of the training modules, including manipulative skill drills.
4. Obtain a recommendation from the Department member assigned as their Field Mentor.
5. Pass any written assessment for each training module
6. Pass any skills assessment for each training module
7. Pass a final written assessment covering all training modules
8. Pass an oral interview/exam from a panel of Advisors
9. Pass a manipulative assessment covering:
   - PPE/SCBA donning
   - Straight ladder throw
   - Pre-connected hose line deployment
   - Water supply connections
   - Equipment location on apparatus
   - Positive pressure ventilation
   - Extrication tools
   - Knots

10. Be proficient in basic first aid and maintain an American Heart CPR certification.

11. Qualified Explorers should participate in a ride-along assignment at least once every quarter.

ASSIGNMENTS

Explorers may participate with engine or truck companies. All Officers will ensure that Explorers comply with all safety precautions and requirements of the Fresno City Fire Department.

An Explorer may not be assigned to any form of repeating ride-along schedule. Ride-along assignments should be with different crews, and different apparatus to provide a well-balanced learning opportunity for the Explorer. Limits to the number of assignments allowed may be established. Approval by the Post Advisor and Designated Chief Officer is required for any exceptions.

While the Explorer is assigned, he/she should take part in all station activities, including housework, drills, fire prevention inspections and limited emergency medical services. At no time shall the Explorer be outside the direct supervision of the Company Officer or his designee.

During emergency situations, Explorers SHALL NOT get involved in any direct, interior fire suppression activity or other situation that appears to be hazardous, even if approved by the Company Officer or other supervisor. Any departure from this
requirement could result in disciplinary action by the Post Advisor or the Explorer Committee.

At first alarm or larger incidents, Explorers are expected to report to the command post for duty assignments if they have not received other instructions.

ASSIGNMENT PROCEDURE

The Explorer, after receiving approval from the Post Advisor, can submit a Ride-Along Request Form to the either the Post Advisor or designee. Once the request is received, the Advisor will coordinate with the Explorer the station, date, and time of the ride-along with the Company Officer of that assignment. The Ride-Along Request Form will be electronically submitted to the Post Advisor or designee, the Company Officer of the requested assignment, and Designated Chief Officer.

Changes to the assignment must be communicated to all involved parties as soon as possible. Failure to report to an assignment after approval will result in Post disciplinary action. If any issues arise with the Explorer during the assignment, the Company Officer will immediately contact their Battalion Chief, and the Post Advisor or designee.

Upon completion of the Ride-Along assignment, the Explorer will submit to the Post Advisor or designee a completed After Action Ride-Along Form within 2 days. Failure to submit the form may result in Post disciplinary actions.
GENERAL INFORMATION

Once an Explorer is qualified to ride-along with Department Crews, participation can be scheduled through the Post Advisor. An active ride-along qualified Explorer should schedule a ride-along shift at least once a quarter. Any deviation from policies, guidelines, or conduct can result in a suspension of ride-along qualification. Both FFD crews and Explorers should uphold the high standards of the Department and the Post during all ride-along participations.

REQUIREMENTS FOR EXPLORERS

Explorers are to complete the entire qualification process before participating in a ride-along shift. Approved station visits through the Post Advisor are allowed at stations with Associate Advisors or Field Mentors prior to qualification.

During the Ride-Along, Explorers SHALL:

1. Obtain proper scheduling authorization through the Post Advisor.
2. Arrive and be ready to respond by 0800 unless otherwise arranged and approved.
3. Report to the Company Officer or designee at the time of arrival.
4. Attend the morning line up, and any training/details assigned by the Company Officer.
5. Respond to all emergency and non-emergency responses during the ride-along shift unless directed or approved by the Company Officer.
6. Follow the direction and orders of the Company Officer or crew members.
7. Follow all policies and procedures and maintain the core values and professionalism of the Post and Department in all interactions with the crew and public.
8. Report any injury or assigned PPE issue immediately to the Company Officer.
9. Report to the Post Advisor or designee any significant issue or concern.

10. Complete all required ride-along forms and submit through the Post Advisor or designee.

11. Contribute appropriate dues for shared meals, or provide your own meals.

12. Seek crew approval for independent duties, training, or use of equipment.

During the Ride-Along, Explorers SHOULD:

1. Arrive early and assist in the daily equipment checks.

2. Assist the Firefighter and crew in their daily duties.

3. Assist with the preparation and cleaning of shared meals.

4. Bring study materials to allow independent learning time away from the crew during down times.

5. Utilize all time during the shift for learning opportunities. Refrain from entertainment, and napping while at the station.

6. Bring changes of uniform and maintain a professional appearance.

7. Keep personal items neat and out of the way.

8. Refrain from excessive phone/electronic device use or personal visits.

REQUIREMENTS FOR DEPARTMENT MEMBERS

During the Ride-Along, Department Members SHALL:

1. Be familiar with the policies and guidelines of the Fire Explorer Ride-Along program and limitations.
2. Adhere to the Core Values and Standards of the Fresno Fire Department while in the presence of the Explorers.

3. Refrain from any activity which could be perceived as harassment, profanity, or inappropriate for youth members.

4. Report any significant issues or concerns with the Company Officer, Battalion Chief, and Post Advisor or designee.

5. Not allow Explorers to be present in any environment which has a high potential for harm or has a concern for safety. IDLH atmospheres are prohibited except for controlled training evolutions.

6. In the event of the need to operate in a unsafe environment, designate a safe location for the Explorer to wait and/or designate an appropriate authority over the Explorer.

During the Ride-Along, Department Members SHOULD:

1. Provide positive mentoring to the Explorer and invest in the personal development of the Explorer during their assignment.

2. Not place Department or Rookie level expectations on the abilities and skills on the Explorers.

3. Discuss with the Explorer expectations during emergency call responses and station expectations.

4. Provide options for independent learning opportunities for the Explorer during crew down times.

5. Identify and provide skill development training for the Explorer.
Each rule, regulation or provision contained in the manual is subject to repeal or modification when in the judgment of the Fire Chief it is deemed in the best interest of the Fire Department. The power to rescind, alter or amend these Rules and Regulations is vested solely in the Fire Chief of the Fresno Fire Department.

These rules cannot be nor are they expected to resolve every question or problem which may arise in the Explorer Program. It is expected, however, that they will be sufficiently comprehensible to cover a specific or general way the obligations and duties of the members of the Fresno Fire Department Explorer Program.

They are not designed nor intended to limit any member in the exercise of judgment or individual initiative in taking the appropriate action which a trained responsible person would take in extraordinary situations. Much, by necessity, must be left to the character, integrity and discretion of members to the degree which the individual member demonstrated possession of these qualities in the conscientious discharge of his/her duty and to the degree alone with the Department measure up to the high standard required of the service.

As necessary, request for the interpretation of these Rules and Regulations may be made to the Post Advisor. The legal validity of any part of these Rules and Regulations may be determined by formal evaluation of the Fire Chief. Any decisions of the Rules and Regulations shall not affect any other part thereof.
Explorers shall:

1. Respond to all fires or emergencies to which assigned and exert their greatest effort to perform to the best of their ability under all circumstances.

2. Practice economy in the use of supplies and metered services.

3. Be thoroughly familiar with all equipment he/she may be required to use.

4. Familiarize themselves with and be obedient to applicable rules, regulations, practices and procedures of the Fresno Fire Department and their Explorer Post.

5. Accord obedience, proper respect and courtesy to officers and acting officers of both the Fire Department and Explorer Post.

6. Be courteous and respectful in their relations with other members of the Fire Department or Explorer Post.

7. Keep themselves in readiness for emergency duty and not absent themselves from an assignment without special permission of their Commanding Officer.

8. Keep themselves in proper physical condition necessary to perform the duties of their position.

9. Report to meetings, activities and fire station duties, fit and able to perform their required duties and shall not by any improper act render themselves unfit for these duties.

10. No Explorer shall cause to occur or tolerate any segregation of the basis of race, color, national origin, religious creed, sex, age or physical handicap. This practice is strictly unlawful. Any violation of this rule shall be reported to the Explorer Post Advisor and Designated Chief Officer for referral to the Fire Chief.
Explorers shall:

1. Make truthful and accurate records of reports.

2. Not lend, sell, give away or appropriate for their own use any public property, or pilfer or be guilty of theft at emergency scenes, fire stations or elsewhere.

3. Abstain from lending their names as Department Explorers to any commercial or business enterprise or approving and countenancing the use of the name and the prestige of the Post for any such purpose without permission of the Fire Chief or Post Advisor.

4. Not gamble in any manner while participating during a Post activity nor while on Fire Department premises.

5. Not bring or cause to be brought into Department facilities or Post activity, or have in their possession any intoxicating liquor, drugs or illegal substance.

6. While participating in Post activities or Department functions, Explorers shall not indulge in obscene or uncivil language, altercations or conduct that might cause adverse public reaction or injury to any person.

7. Not accept rewards, fees or valuable gifts from any person for services incidental to the performance of duty, except with the permission of the Fire Chief or Post Advisor.

8. Report any violation of Department rules and regulations or Post rules and regulations to a Company Officer or Post Advisor.
The responsibility of creating and maintaining a climate that supports the growth, safety and welfare of youth program participants is that of the Fresno Fire Department, as well as that of Fresno Fire Department (FFD) Fire Explorer advisors in leadership positions (Explorer advisors/leaders).

Adult Explorer advisors/leaders can be mentors, role models, and trusted advisors for youth members. Program advisors/leaders should be capable of establishing good working relationships with the youth members they are working with and shall exercise good judgment in all matters concerning the program. Adult leaders must understand they will have influence over the youth and accept that for the huge responsibility it is.

Important attributes of an Explorer advisor/leader are:

- Good communication skills
- Awareness of self and others
- Sensitivity
- Problem-solving abilities
- Good decision making skills
- Positive attitude

CODE OF CONDUCT

Position of Advisor: Explorer advisors/leaders and older youth in leadership roles are in a position of stewardship and play a key role in fostering the growth and emotional development of individuals and the community at large. It is, therefore, especially important that those in leadership positions be well qualified to provide the nurturing, care and support that will enable young adults to develop a positive sense of self, independence and responsibility. The relationship between young people and their leaders must be one of mutual respect if the positive potential of the relationship is to be realized.

Fraternization of Program Members: Explorer advisors/leaders play a key role in assisting youth members in growing emotionally and developing healthy self-esteem. Therefore, Explorer advisors/leaders shall refrain from any inappropriate behavior that includes sexual harassment or anything that constitutes verbal, emotional or physical abuse. Explorer advisors/leaders shall be informed of this code of ethics and agree to it before assuming their role. In cases where this code is violated, appropriate legal action must be taken.
As the ages of those in youth programs can be so close to those of young firefighters and emergency responders, it is imperative that strict fraternization discipline be maintained. (For example, dating between youth program members and adult department members is not permitted.)

TRAINING AND EDUCATION OF EXPLORER ADVISORS/LEADERS

The FFD Fire Explorer program will provide initial and ongoing training not only for youth members but for Explorer advisors/leaders as well. For adult advisors/leaders involved with the program, training and education on general policies that incorporate related state and federal laws are essential.

The following topics shall be considered and addressed during initial and ongoing youth leader training:

**General Policy Overview**: FFD administrators, Explorer advisors/leaders, and youth leaders shall receive training on general policies that incorporate state and federal laws and provide for the overall governance of the youth program. This includes a youth program handbook that incorporates the overall scope of the program, including guidelines and policies.

**State and Federal Child Labor Laws**: The goal of a youth firefighter program is to allow members to learn about firefighting, train with experienced firefighters and, in some cases, assist at emergency scenes. It is important to balance the desire to encourage the educational efforts of youth members with the need to protect them from potentially dangerous situations.

**Health, Medical and HIPPA**: The Health Insurance Portability and Accountability Act (HIPPA) of 1996 is a federal mandate that is specific to protecting the confidentiality of a person's medical information. The law is clear about specific medical information that may be shared with others and states the department must have internal controls for all medical records. (For example, medical records must be kept separately from his/her personnel file.) Explorer advisors/leaders must be cognizant of these regulations as they will be dealing with medical information during the application and approval processes. In addition, program advisors/leaders must introduce the members to HIPPA regulations in the event they ever become privy to a patient’s medical information.
Any injuries sustained while members are participating in the program will also likely have to be documented under HIPAA regulations, and other state statutes and administrative regulations may also apply.

Photo Release: To avoid any misunderstandings and/or conflicts, including potential legal action, parents/guardians shall sign a “media release” found in the application process/forms of all youth members.

Retention of Records: As the department is accountable to various state and federal regulations regarding records retention, Explorer advisors/leaders should comply with the same requirements.

PROTECTING ALL PARTIES

Explorer advisors/leaders shall submit to a standardized screening procedure, overseen by the department’s designee. This screening procedure shall verify that person’s information regarding his/her background and legal history, as well as check for any incidents that involved minors. A local, state and/or national criminal history check must be conducted not only for all the Explorer advisors/leaders, but also for those adults working with the program in other capacities, such as running a training class, event chaperone, etc. No one convicted of criminal sexual behavior or physical abuse will be allowed to participate with the youth program in any capacity.

Expectations: Approved Explorer advisors/leaders shall be required to honor and follow all received training and understand they are obligated to follow the highest moral standards possible. Advisor expectations include the following:

1. Youth Protection Training for Adults: Training should exist for the safety of all youth members and for the protection of Explorer advisors/leaders. The training is a guide for adult advisors/leaders to guard against all possible forms of abuse: physical, sexual and emotional, as well as abuse of neglect. Youth protection training can be accessed through the Fire Exploring website at www.learningforlife.org. Youth program leaders should receive yearly refresher training as well.

2. Youth Protection Training for Youth: It is imperative that youth members be educated in youth protection training as well as adult advisors/leaders. A Fire Exploring video, “Personal Safety Awareness” trains youth in such areas as
internet safety, pornography, date rape, peer sexual harassment, suicide, and depression.

3. Two-deep Leadership: Two Explorer advisors/leaders must be present at each activity involving youth members. Exceptions must be approved on a case-by-case basis by the Fire Chief. Youth activities shall be held in facilities and rooms that allow as much open access and visibility as possible. All activities are subject to monitoring by staff or appointed personnel.

4. Individual Consultation: Consultation between an adult advisor/leader and a youth member must be done within the two-deep framework. In situations that require personal conferences, mentoring or counseling, it should be conducted in facilities and rooms that allow as much open access and visibility as possible, with at least one other approved leader present in the area. The counseling should be as public as possible without sacrificing effectiveness. Unplanned individual contact on outings (such as for counseling purposes) must be done in view of another adult or group of youths. Planned individual contact outside the department’s building must occur only in public places and with the prior consent of the youth and parent/guardian.

5. Respect of Privacy: Explorer advisors/leaders shall respect the privacy of youth members in situations such as use of restrooms, changing uniforms or taking showers after training or on overnight outings; they should only intrude as someone’s health or safety is at stake. Explorer advisors/leaders shall also protect their own privacy in a similar situation.

6. Separate Accommodations: In the case of an overnight activity, a minimum of two adult advisors/leaders must be present as supervisors. If both male and female youth program members are present, there will be every attempt made to provide both male and female adult supervisors as well. If these conditions cannot be met, the event cannot take place. When staying at overnight accommodations, every effort shall be made to avoid having an adult advisor/leader share a room with youth members (unless the adult is a parent/guardian). There should be no occasion where one adult advisor/leader and one youth member share a room.

7. Secret Activities: There shall be no “secret” activities. All aspects of the department’s program are open to observation by parents/guardians and other department members. Confidentiality or secrecy is not a privilege of
Explorer advisors/leaders, or any adult leaders within the program, while participating in activities involving youth members.

8. Hazing Prohibited: Physical hazing and/or initiations are strictly prohibited and shall be banned from any department activity. A zero-tolerance policy must be enacted beforehand that defines specific acts that are dangerous, lewd or otherwise illegal, the commission of which will be cause for immediate dismissal from the program and possible legal action.

9. Sexual Harassment: Sexual harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964. There shall be a zero-tolerance policy put in place to ensure said behavior does not occur within the FFD Explorer program. By definition, “Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when this conduct explicitly or implicitly affects an individual’s employment, unreasonably interferes with an individual’s work performance or creates an intimidating, hostile or offensive work environment.”

10. Reporting of Violations: Persons covered by these rules are required to notify the Fire Chief, Chief Officer and/or Explorer advisors/leaders if they witness any violations of these rules.

Risk Management: Risk management is a concern for all parties in the Fire Explorer program, including youth members and certified senior members. The department emphasizes the need for safe practices to be used during training and emergency situations. Youth members bring new challenges to risk management because of issues such as their age, lack of experience and energy, which can sometimes run ahead of their thought processes.

Liability Associates with Injury or Death: The highest priority for the Department is to keep all program members safe. This requires preparations for how these incidents will be handled and, preferably, avoided. The following

1. Activity Guidelines: Guidelines will be established that outline activities youth members can be involved in.

2. Emergency Response Protocols: Emergency Response Protocols shall be establishing outline the parameters of youth member involvement during
emergency responses. (For example, youth members shall not respond to incidents in their personal vehicles)

3. Parent/Guardian Responsibility: Parents/Guardians shall read and understand the policies and procedures outlining activities of youth members. Parents/Guardians shall fully understand the risks involved with training, motor vehicle accidents, medical calls and general firefighting/emergency response. A document outlining the areas of discussion shared with Explorer advisors/leaders, the Fire Chief, and other department administrators/representatives, shall be executed acknowledging parents/guardians have given permission for their son/daughter to participate in the Explorer program. All forms and waivers are to be completed at the time of the application process.
Explorers shall:

1. Operate through their commanding officers in the transaction of Explorer or Department business.

2. Promptly notify their Commanding Officers of all matters coming to their attention affecting the interest or welfare of the Fresno Fire Department or the Explorer Post.

3. Report promptly to their Commanding Officers any accident, sickness or injury occurring to them while on Department or Explorer duty, no matter how trivial.

4. Notify their Post Advisor of any change of residential address, telephone change, or other contact information.

5. Upon receiving an order that is in conflict with a previous order, so inform the Officer who issued the conflicting order and be governed by his/her instructions.

6. Know thoroughly their realm of authority and responsibility. Under no circumstances shall they exceed their authority in giving orders, either the public or other Explorers.

7. Under no circumstances shall an Explorer engage in any activity which is unsafe or prohibited. Any direction given by a Commanding Officer which is contrary to the rules and regulations of the Post shall be brought to the attention of the Commanding Officer and respectfully declined.
PERSONAL AND POST SAFETY

Explorers shall:

1. Not smoke at any time or place where smoking is prohibited by law or by the Fresno Fire Department Rules and Regulations or Special Notices.

2. Exercise caution to avoid unnecessary damage or loss of Fire Department or Explorer Post property in their charge.

3. Avoid injuring themselves or others while participating in Explorer activities.

4. Wear the proper personal protective clothing and equipment that is appropriate for the activity being done.

5. Notify the Post Advisor or designee of any deficiencies with the PPE assigned to the member.

COMMUNITY RELATIONS

Explorers shall:

1. Be governed by the ordinary and reasonable rules of behavior observed by law-abiding and self-respecting citizens and no Explorer shall commit any act of tending to bring discredit upon the Fire Department, Explorer Program or it’s members.

2. Be courteous and respectful in their contacts with the public.

3. Be properly attired at all times representing the Department or Explorer Post. Wearing the Post uniform outside a Department or Explorer activity is allowed only by the permission of the Fire Chief, Post Advisor, or Designated Chief Officer.

4. Conduct themselves in a manner that will to tend to impair the good order, discipline or prestige or the Department and Explorer Post.
5. Keep their person and uniforms in a neat, clean and professional condition. Persistence in un-cleanliness or offensive habits can be cause for disciplinary action or discharge.

6. Not furnish information relative to Fire Department policy, practices or business affairs to persons not connected therewith, except as specifically authorized by the Fire Chief or Post Advisor.
PARTICIPATION

Explorers shall:

1. Attend every scheduled Explorer Meeting which they are available to attend.

2. Notify the Post Advisor or designee any absence from a scheduled Explorer Meeting, prior to the start of that meeting.

3. Cooperate with any investigation by the Explorer Post or Department officers for violations of these Rules and Regulations.

4. Be subject to disciplinary action upon being found guilty of committing infractions of these Rules and Regulations.

DISCIPLINARY PROCEDURES

1. The Post Advisor may provide disciplinary action for infractions of these Rules and Regulations. Any action that requires restricted activities or discharge shall be subject to the Designated Chief Officer approval.

2. The Department Grievance Procedure may be used by Explorers only within the Explorer organization. The Fire Chief and the Designated Chief Officer have final determination.

3. Every Explorer shall be familiar with and conform to the policies and procedures of the Department as stipulated in the manual. Explorers who violate any rules, regulations or policies of this Department or the Explorer Program shall be subject to disciplinary actions.

4. Discipline may be dispensed in one of the following manners.

   - Oral reprimand
   - Written reprimand
   - Imposing a probationary period during which any further violation of any kind shall result in dismissal from the Post.
   - Dismissal from the Post.
The Post Advisor or Associate Advisors will initiate procedures when the need exists for disciplinary action. All serious infractions will be reviewed by the Designated Chief Officer.

If the Explorer is placed on probation, his/her ride-along qualification will be suspended until such time as the period of probation has ended.

MEMBERSHIP STATUS

Membership in the Post is at the discretion of the Fire Chief, Post Advisor, or Designated Chief Officer and may be revoked at any time. Failure to follow the requirements of the manual, the Standard Operating Procedures of the Department, and/or the specific instructions given by the Advisors, Department Officers or members will be considered ground for immediate dismissal.
All Explorers will comply with the dress and grooming standards established for firefighters by the Fresno Fire Department unless otherwise stated in this manual.

All Explorers will comply with the following uniform standards:

1. **Trousers**: Red Cap, Navy, wash and wear pants. Model# PT-10

2. **Day Uniform Shirt**: Flying Cross, light blue, wash and wear material with short sleeves and two breast pockets. The Explorer Post’s patch shall be affixed to both shoulder sleeves. Both 1 inch below the seam of their respective sleeves and centered. Once the Explorer is Ride-Along qualified, the embroidered Fresno Fire Department Explorer Badge shall be placed above the left pocket, 1 inch from the top of the left pocket and centered. Model#7455125

3. **T-Shirt**: The approved dark blue Fresno Fire Department Explorer T-Shirt shall be worn under the Day Uniform Shirt, during physical training periods or during strenuous work details.


5. **Cap**: Approved dark blue Fresno Fire Department Explorer cap (baseball style)

6. **Belt**: Plain black leather, 1 ½ inch width with a plain chrome buckle or a Post approved Department uniform buckle.

7. **Safety Boots**: The boots are to be black, shine-able leather, high top, with safety steel toe and steel shank. Boots must meet the Fresno Fire Department standards for safety boots.

8. **Tie**: Dark blue and worn with uniform shirt for dress purposes only.

9. **Name Tag**: to be worn over the right shirt pocket. Centered and the bottom of the name tag in line with the top of the right pocket. Name tags will be provided by the Post.

10. **Proficiency Awards**: to be worn over the left shirt pocket for dress purposes only.
**UNIFORM VENDOR INFORMATION**

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Best Uniforms  
5091 N. Fresno Street Fresno, CA 93710  
(559) 226-4235
MEETING POLICY

Explorers are expected to attend meetings, training sessions and activities on a regular basis. Meetings will be held every other Saturday from 0800 to 1200 hours. The meetings will typically be held at the Fresno Fire Department Training South classroom at Fresno and E Street, behind Fire Station 3. It may be necessary to meet elsewhere and at different dates and times to accommodate training or specific activities.

Note: Additional meeting dates may be added or changed to meet the needs of the Fresno Fire Department and the Explorer Post.

Explorers are required to have all assigned personal protection equipment at each meeting and available for inspection.

ATTENDANCE POLICY

Meetings begin at 0800 hours sharp. Explorers should arrive early to assist with the preparations for the meeting. Late arrivals will not be accepted in the meetings without prior notice or reasonable excuse. Explorers are required to make absence requests prior to the start of each meeting if they are not able to attend. Explorers who miss meetings without notification will be counseled by the Post Advisor. Three missed, unexcused meetings will require a review by the Post Advisor and subject to dismissal. Any long term absences must be approved by the Post Advisor.

Participation at events and activities outside the regularly scheduled meetings are strongly encouraged but are not required and absence requests are not required.
5 PROGRAM EMPHASES

CAREER OPPORTUNITIES
- Provide hands-on, interactive career experiences
- Develop potential contacts that may broaden employment options

LIFE SKILLS
- Develop basic life skills using the Exploring Activity Library
- Facilitate positive social interactions

CITIZENSHIP
- Encourage the skill and desire to help others
- Gain a keen respect for the basic rights of others

CHARACTER DEVELOPMENT
- Help make ethical choices
- Facilitate service learning opportunities

LEADERSHIP EXPERIENCE
- Allow youth leaders to coordinate your program activities
- Facilitate leadership training with Exploring's training materials

TRAINING MODULES

15 training modules have been identified to provide a foundational knowledge base for annual Explorer training. Training modules were developed with Fire Engineering’s Handbook for Firefighter I & II.

1. Explorer Program Overview/Expectations
2. Mission/Organization of the Fire Service
3. PPE/Safety
4. Fire Behavior/Building Construction
5. First Aid/CPR
6. Hose/Fire Streams
7. Ladders
8. Tools/Ropes & Knots
9. Salvage & Overhaul
10. Forcible Entry/Search & Rescue
11. Fire Attack/Ventilation
12. Vehicle Fires/Extrication
13. Specialized Rescue
MEETING ELEMENTS

Each meeting should contain both didactic (teaching) and manipulative (activity) learning elements. The objective of the program is to provide the Explorers with an overview of the fire service. Topics of instruction should be basic and easy to understand to Explorers unfamiliar with the fire industry while providing encouragement for Explorers to take advantage of additional learning opportunities to further their career development.

Training modules covered in each meeting should have a practical activity developed with it which will provide the Explorers with a fun and unique experience at each meeting. Off-site tours, hands on drills, and special events like live burns/vehicle extrication are desired for each module.

Subject Matter Experts are desired to come present and share with the Explorers on relevant topics.

SAMPLE MEETING AGENDA

0800 Line Up, Uniform/PPE inspection
0810 PT
0830 Program Announcements/discussion
0845 Module Instruction (didactic)
0930 Break
0945 Module skills practice (manipulative)
1030 Break
1045 Module Activity
1145 Clean up/Evaluations
1200 Dismissal

SPECIAL EVENTS/ACTIVITIES

In addition to regular scheduled Explorer Meetings. The post will participate in public education events and activities with supporting organizations throughout the year. Participation at events outside the regularly scheduled meetings are not mandatory
for Explorer participation but highly encouraged. The same Advisor supervision and conduct guidelines apply to all meetings, events and activities.

Any use of Department resources and equipment for activities or events away from Department properties are required to obtain departmental approval through the Post Designated Chief Officer prior to the event.

Requests for Explorer Post participation in events will be scheduled through the Post Advisor and should complement the learning objectives in the Post.
RIDE-ALONG REQUESTS

Qualified Explorers are required to submit an electronic request form to schedule a station ride-along to the Post Advisor. Ride-alongs will not be scheduled until approval is obtained from all designated members. Any changes to a completed form will be communicated to all parties as soon as possible.

RIDE ALONG REQUEST FORM

EXPLORER NAME: ______________________________

ASSIGNMENT DATE: ________ START: _______ END: _______

STATION: _______ UNIT: _____ SHIFT: ___

COMPANY OFFICER: ______________________________

BATTALION CHIEF: ______________________________

Approvals:

Company Officer: __________________ Date: __________

Battalion Chief: __________________ Date: __________

Post Advisor: __________________ Date: __________

Designated Chief Officer: __________ Date: __________

Explorer: __________________ Date: __________
Explorer: ________________________________  Date: _______________

Duty Hours: _____ - _____  Captain(s): ______________________  Unit: ______

<table>
<thead>
<tr>
<th>INCIDENT NO.</th>
<th>TIME</th>
<th>TYPE OF CALL</th>
<th>REMARKS</th>
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Captain’s Comments:

Captain’s Signature: ________________________________  Date: _______________
ACADEMIC VERIFICATION FORM

Date: ___ / ___ / _____

Student’s Name: ____________________

School Name: _______________________

Grade: ______

School Representative:

Name: ____________________ Phone: ________________

Title: _______________________

I hereby certify that ____________________ (student’s name) is maintaining a cumulative G.P.A. of 2.0 or better, allowing him/her to participate in the Fresno Fire Department Explorer Program.

_________________________  _______________________
Student’s Signature  Authorized Signature

If you have any questions or comments please contact a Post Advisor by calling the Fresno Fire Department Headquarters at (559) 621-4000.
FRESNO FIRE DEPARTMENT AUTHORIZATION TO CONSENT TO TREATMENT OF A MINOR

(I) (We), the undersigned, parent’s of ____________________________, A minor, do hereby authorize the Fire Chief of the Fresno Fire Department, one of his employees, as agents for the undersigned, to consent to any x-ray examination, anesthetic, medical or surgical diagnosis or treatment, and hospital care which is deemed advisable by, and is to be rendered under general or special supervision of, any physician and surgeon licensed under the provisions of the medical practice act, whether such diagnosis or treatment rendered at the office of said physician or at a hospital, and any special medical directives noted below under “MEDICAL DIRECTIVES” by the undersigned. In the event of any injury whereby medical attention at the scene of the accident is deemed necessary by said agents or paramedics or emergency medical technicians called to the scene, (I) (We) further authorize said agents to consent on (My) (Our) behalf to treatment at said scene by said paramedics or emergency medical technicians.

It is understood that this authorization is given in advance of any specific diagnosis, treatment or hospital care being required, but is given to provide authority and power on the part of our aforesaid agents to give specific consent to any and all diagnosis, treatment or hospital care which the aforementioned physician, in the exercise of his/her best judgment may deem advisable, as long as the medical directives are abided and followed.

THIS AUTHORIZATION IS GIVEN PURSUANT TO THE PROVISIONS OF SECTION 25.8 OF THE CIVIL CODE OF CALIFORNIA.

This authorization shall remain effective until ____________________________, unless sooner revoked in writing delivered to said agent (s).

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<th>FATHER</th>
<th>MOTHER</th>
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<th>LEGAL GUARDIAN</th>
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**PERSONAL HISTORY**

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<th>Minor’s Full Name</th>
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<td>Last</td>
<td>First M.I. Date of Birth</td>
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<tr>
<th>Personal Physician’s Name:</th>
<th>Emergency Contact: ( )</th>
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<th>Medical Directives:</th>
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<tr>
<th>Medical Problems:</th>
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____________________________________________________________________________
EXPLORER INFORMATION FORM

Date: ___ / ___ / ______

Name: _____________________ Preferred First Name: _____________

Address: ______________________________________________________

School Name: ______________________

Age: ______ Birth Date: _____ / _____ / ______

Contact Number 1: ( _____ ) ______________________ Type: Home / Cell / Parent / ______

Contact Number 2: ( _____ ) ______________________ Type: Home / Cell / Parent / ______

Email: ________________________________ Type: Personal / Parent / ______

Preferred method of contact: ______________ (Phone, Email, Text, Facebook, etc.)

Parent(s) or Guardian Name: __________________________________________

__________________________________________

Parent(s) or Guardian Contact Number: ( _____ ) ______________________

( _____ ) ______________________

Alternative Emergency Contact Name: _______________________________________

Alternative Emergency Contact Number: ( _____ ) ______________________

Personal Physician Name: ________________________________________________

Personal Physician Contact Number: ( _____ ) ______________________

__________________________________________

Student’s Signature Parent’s Signature
PROGRAM ELIGIBILITY FORM
To be completed by a Parent/Guardian if under 18.

Applicant’s Name: ____________________________________________

Applicant’s Address: ___________________________________________

Applicant’s Phone: _____________________________________________

Parent’s Name: _______________________________________________

Parent’s Phone: _______________________________________________

I/My son/daughter/ward does not have any physical or mental conditions that would limit his/her safe participation in the Fresno Fire Explorer Program.

Initials: ____________

I/My son/daughter/ward must maintain a minimum 2.0 cumulative grade point average and a passing score in all subjects on their most recent semester report card.

Initials: ____________

I understand that all uniforms, badges, and protective equipment issued by the Explorer Post are the property of the Fresno Fire Department, and must be returned to the Post upon dismissal or completion participation.

Initials: ____________

I/My son/daughter/ward will complete a Learning for Life and Exploring Annual Health and Medical Record every 12 months and submit it to the Post Advisor for renewal.

Initials: ____________

I/My son/daughter/ward is responsible for the annual participation fee and Explorer uniform.

Initials: ____________

I understand that failure to inform the Post of absences prior to a meeting can and may result in discipline leading up to dismissal.

Initials: ____________
INJURIES TO EXPLORERS

Program insurance is designed to provide protection for all Explorers and Advisors in the Explorer Program. The coverage is to be utilized in the order presented below. If any injury occurs that requires medical attention, the Post Advisor, Designated Chief Officer, and the Fire Chief shall be advised immediately. All insurance claims shall be forwarded to the Designated Chief Officer for processing and at no time will an Explorer or Associate Advisor forward claims to insurance companies or guardians unless directed to do so by the Fire Chief or Post Advisor.

When an Explorer is injured during any sponsored activity and supervised by the Post, including going directly to or returning from the activity, he/she is covered by insurance maintained by the Post. The insurance provides benefits for medical bills not covered by personal insurance.

Example: If an injured member does not have personal insurance, the plan would pay all medical bills resulting from a covered accident up to the limits of the policy. If the member has personal insurance, the plan would pay any bills not covered by his/her insurance, such as deductibles, co-payments, excess charges, etc. up to the limits of the policy.

Insurance Authorization Forms shall be completed by the parent or legal guardian, signed and forwarded with the Department Explorer Applications to the Post Advisor for processing and a copy will be maintained in the Explorer’s personnel file in the Post records.

COVERAGE #1

This coverage utilizes the policy carried by the Explorer and/or his/her parents or legal guardian. This policy shall be used to its maximum provided limits and when policy coverage is exhausted coverage #2 would apply.

COVERAGE #2

Annual accident coverage is maintained through the Boy Scouts of America and Learning for Life Program. This policy provides a maximum of $1,000,000.
INJURIES TO CITIZENS

If a citizen is injured as a result of an Explorer's action during Post activities, summon the necessary medical help and advise the Department as soon as possible. Remain at the scene until the arrival of a Department Officer, who will prepare the necessary reports and do all the necessary follow-up work.

TRAFFIC ACCIDENTS

Accidents involving Department apparatus or vehicles shall follow normal Department procedures.

In general:

1. Get help for the injured,

2. Request Fresno Fire Department’s 24 hour Investigator (I1), local police or California Highway Patrol to investigate,

3. Prepare a report and advise the Department as soon as possible by radio or phone,

4. Prepare the accident report form provided in the vehicle glove compartment.

DO NOT TALK TO ANYONE OTHER THAN THE AUTHORITIES ABOUT THE ACCIDENT.

PRIVATE VEHICLES

Explorer owned vehicles are not to be used for Department business except in an extreme emergency where they are requested by a Fresno Fire Department Officer. If under this condition, a private vehicle is involved in an accident, the driver is to obtain medical aid for the injured, request Fresno Fire Department’s 24 hour Investigator (I1), local police or California Highway Patrol to investigate and prepare a report. As soon as possible, advise the Post Advisor, Designated Chief Officer and the Fire Chief.
PROPERTY DAMAGE

Advise the Post Advisor, Designated Chief Officer, and Fire Chief or his/her designee as soon as possible when damage has been done to any City property.

If property is publicly owned, and damage is done as a result of an Explorer's action during Post activities, advise the Department immediately. Remain at the scene of the incident for arrival of a Fire Department Officer who will prepare the necessary reports and do all the follow-up work.
CHARTERED ORGANIZATION REPRESENTATIVE

The head of the Explorer Post Organization who represents the Post as a voting member of the BSA Local Council.

Designated Chief Officer

The head of the Explorer Committee who is responsible for approving all adult personnel, except the Chartered Organization Representative.

POST ADVISOR

This member is top adult leader of the Explorer Post who is responsible for the program, coordinating and the training of the Post leadership. The Post Advisor will be the supervisor of all the Associate Advisors and will be part of the Explorer Committee.

ASSOCIATE ADVISOR

This member performs such duties as may be assigned by the Post Advisor and will assist in or direct the Explorer Program, coordinate, train and assist in overall management of the Explorer Post. Associate Advisors may also be part of the Explorer Committee.

FIELD MENTOR

This member will facilitate and supervise the Explorers during station visits and ride-alongs. They are responsible for assisting with the training, evaluating and recommending an Explorer for ride-along qualification.

SUBJECT MATTER EXPERTS

This member will perform instruction and demonstration during training lessons. They will provide teaching only during supervised meetings by Post Advisors or Associate Advisors.
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<td>Training Modules and Objectives</td>
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Section Nine  1009  **Injuries and Accidents**
1009.1  Injuries, Accidents and Property Damage

Section Ten  1010  **Position Descriptions**
1010.1  Position Descriptions