



Lauderdale-By-The-Sea Volunteer Fire Department

S.O.P Number: 800	Effective Date: October 1, 2010
Section: 810	
Subject: Drill/Training Procedures	
By Order of the Fire Chief: Steven Paine	

Section 810 – Drill/Training Procedures

Purpose: To establish a uniform standard for drills and training procedures and training record keeping for the Lauderdale-by- the-Sea Fire Department.

Scope: This procedure has been put in place to maintain a consistent and uniform process for drills and training procedures and training record keeping for the Lauderdale-by- the-Sea Fire Department.

Policy: The following procedures apply to all state certified instructors, chief officers and officers conducting a drill or training for the Lauderdale-By-The-Sea Fire Department.

In House Drills and Training

- All Drills must be planned in the training calendar at least 6 months in advance, changes to the calendar or the training subject must be approved in advance by the Fire Chief.
- All instructors or line officers supervising the drill shall provide a pre briefing of the drill or training subject to the attending members.
- All instructors or line officers supervising the drill shall complete the Drill Safety Form, regardless of the training topic. (I.e. Ladders, ropes, high rise ops, driver training). It shall be the responsibility of the Chief on Duty and the officer or instructor to ensure the safety form is completed.
- All instructors or line officers supervising the drill shall designate a safety officer (s) for company and multi-company training drills.
- All instructors or line officers supervising the drill shall document the training in ISO forms
- All instructors, line officers and chief on duty shall be responsible to notify the Fire Administrator, Deputy Chief and Fire Chief should and accidents occur during drills. These include, Injuries to members, damage to fire department equipment and not limited to personal property damage or town property damage.



Lauderdale-By-The-Sea Volunteer Fire Department

- All members attending Drill shall have wear the adequate personal protective equipment (PPE) for their assignment. (I.e. Driver must wear bunker pants, boots and Helmet)
- All instructors, line officers and chief on duty to establish a rehab station and a medical sector when performing physically demanding drill operations. (I.e. big two, PAT, high rise ops, air consumption)
- All members including chief on duty shall be cleared by the medical sector.
- All instructors, line officers and chief on duty shall be responsible to follow the safety procedures and maintain a safe environment for all the members.
- No Town building, structure or playground will be used as a drill site without the written consent of the Fire Chief and the town manager.
- All instructors or line officers supervising the drill shall provide a post briefing of the drill or training subject to the attending members and provide feedback for their performance.

Specialty Training and Outside Drills

- All specialty drills/training shall be posted 5 days before taking place.
- It shall be the responsibility of all members who sign up for any specialty training at any fire academy or outside agency for which the Fire department paid tuition, to attend said training. If member (s) fails to attend, member will reimburse the fire department for the cost of the course.
- All members attending specialty or outside training must comply with the safety and operational requirements of the agency providing the training.
- All members Attending specialty or outside training shall wear class C or Class D uniform.



Lauderdale-By-The-Sea Volunteer Fire Department

- All members shall be responsible for their equipment when attending outside or specialty training. Damages to PPE and other equipment shall be reported via E-mail to the Fire administrator.