

# Newmarket Fire and Rescue

## Probationary Guide Book

Updated: 1/24/14

## **Welcome to Newmarket Fire and Rescue!**

Thank you for choosing Newmarket Fire and Rescue to either begin or continue your career in the fire and emergency services. This manual and its content are designed to aid you in your progression through the training required to become an active and effective member of the department. All new members regardless of experience or certifications will all start with Newmarket Fire at the recruit level, which will be further explained later. Any and all past training and experience will aid you in your progression through this manual.

EMS recruits will be assigned a mentor. This mentor will be your go to person in all matters of this manual. They will aid you in completing the objectives set before you as well as answer any questions you may have.

Fire recruits will be mentored by the Senior Firefighters. One will be designated as your lead, however all Senior Firefighters will be responsible for helping and guiding not only in your training but on calls as well.

Once you have completed the requirements for each level and your mentor is confident of your abilities you will be allowed to take the required tests and move on with your training.

## Recruits

Recruit Name: \_\_\_\_\_

Mentor: \_\_\_\_\_

Mentor Phone #: \_\_\_\_\_

Mentor E-Mail: \_\_\_\_\_

### General Knowledge:

- Understanding of building entry codes and locks
- Knowledge of general building info.
- Knowledge of main streets and common locations
- General understanding of department SOG's
- Knowledge of department phones
  - Answering
  - Transferring
  - What to do if someone calls with an emergency
- Knowledge of NH RSA 265:8 regarding properly responding to the station for an emergency call
- Understanding of base radio and its operation

### Mentor Sign-Off

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## EMS Recruits

As an EMS recruit your role on an ambulance call will be limited. Generally you are going to be an unlicensed observer. Your primary duty will be to assist your mentor in the fashion that they deem appropriate. That may entail just sitting and watching or handing them equipment. This should be discussed with your mentor prior to responding to an actual call.

- Recruits will sign up for duty with their mentor
  - You may sign up with other mentors once cleared by your mentor. This should be coordinated with the mentor you are signing up with.
- Only one recruit is allowed to sign up or observe at a time.
- All recruits will respond to the station.
  - Special considerations may be made but will be cleared with your mentor and an officer

### Requirements to ride on ambulance calls:

The following is the mandatory requirements that you will need to meet in order to ride and observe on the ambulance. This should be completed with and signed off by your mentor.

- Locate equipment on both ambulances:
  - First in bag
  - O2 bag
  - Lifepack
  - Glucometer(x2)
  - Suction(mobile and onboard)
  - Stair chair
  - Longboards and accessories
  - General locations of all equipment
- Demonstrate the use of:
  - Radios
  - Stretcher
    - Operate and change batteries
  - Stair chair
    - Secure patient
    - Move patient
  - Lifepak
    - Basic functions
  - Rear controls on both ambulances
  - Secure car seat
  - Obtain Knox key

Mentee \_\_\_\_\_

Mentor \_\_\_\_\_

- Explain procedure to obtain, use and return
- Explain importance of key integrity
- Observe 4 medical calls with your assigned mentor
- Have a general knowledge of Newmarket streets and common locations
- Ambulance unlock buttons

**Mentor Sign-Off:**

This signifies that the new recruit has the basic knowledge listed above and is cleared to OBSERVE medical calls with any mentor.

Mentor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Make a copy of this and place the original in the members training file and leave the copy in the members Guidebook.*

### Requirements to test out of EMS Recruit

- Complete Recruit Section Initials \_\_\_\_\_
- Obtain NH Providers License Initials \_\_\_\_\_
- Pass open book SOG Test Initials \_\_\_\_\_
- Pass basic Town/Street knowledge test Initials \_\_\_\_\_
- The following should be done by the new member with no additional instruction or tutelage. To be done in the presence of the mentor and at least one officer.
  - Demonstrate the ability to:
    - Take vitals:
      - Manually Initials \_\_\_\_\_
      - With Lifepak Initials \_\_\_\_\_
    - Obtain and transmit 12 Lead Initials \_\_\_\_\_
    - Use glucometer Initials \_\_\_\_\_
    - Use Tympanic Thermometer Initials \_\_\_\_\_

**Sign-Off:**

This signifies that \_\_\_\_\_ has successfully completed all requirements to be considered a Probationary EMS member.

**Mentor's Name:**

\_\_\_\_\_

**Officer's Name:**

\_\_\_\_\_

**Mentor's Signature:**

\_\_\_\_\_

**Officer's Signature:**

\_\_\_\_\_

*Make a copy of this and place the original in the members training file and leave the copy in the members Guidebook.*

Mentee \_\_\_\_\_

Mentor \_\_\_\_\_

## EMS Probationary Checklist

Congratulations on progressing on to probationary status. The following is a guide to complete while on probation. Once all criteria have been met and your mentor feels that you are ready he/she will endorse you to take your final tests to get off of probation.

- Be lead EMT on calls until your mentor is confident you are capable.
  - On-scene management, tech, do hospital patch, post run documentation
    - Mentors Signature \_\_\_\_\_ Date \_\_\_\_\_
- Demonstrate:
  - Filling O2 bottles Initials \_\_\_\_\_
  - Changing main O2 bottle Initials \_\_\_\_\_
  - Preparing an IV for Advanced/Medic Initials \_\_\_\_\_
  - Use of sager Initials \_\_\_\_\_
  - Use of frak-pac Initials \_\_\_\_\_
  - Use of Lifepak(all functions) Initials \_\_\_\_\_
  - Use of pulse ox meter(including CO level monitoring)
    - Lifepak Initials \_\_\_\_\_
    - Portable Initials \_\_\_\_\_
  - Explain REHAB setup Initials \_\_\_\_\_
  - Setup 4 lead
    - Transition to a 12 lead Initials \_\_\_\_\_
    - Obtain and transmit Initials \_\_\_\_\_
  - Obtain the EMS Captain's endorsement to test out
    - Captains signature \_\_\_\_\_ Date \_\_\_\_\_
  - Obtain the EMS Lieutenant's endorsement to test out
    - Lieutenant's signature \_\_\_\_\_ Date \_\_\_\_\_
  - Complete department driver program

Mentor Sign-Off:

By signing this I, \_\_\_\_\_ do hereby state that \_\_\_\_\_ has completed the probationary requirements and I feel they are ready to test out of the probationary period.

Mentor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mentee \_\_\_\_\_

Mentor \_\_\_\_\_

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Mentee \_\_\_\_\_

Mentor \_\_\_\_\_

## Fire Recruit

As a Fire Recruit your role on the apparatus and scene will be limited. While on calls follow the instructions of your mentor or the officer of the truck. In the absence of clear direction you are to stay with the truck and assist the operator. At no time should you don an air pack or enter an IDLH environment. At no time should you be completing a task without the direct supervision of a senior member or their designee. The following is a minimum guide for the mentee/mentor to work on while a recruit.

### Requirements to ride on apparatus:

- Ability to select and use proper PPE for nature of call with the exception of an SCBA
- Locate major equipment on all of the apparatus
- Do a weekly truck check on all fire apparatus
  - Ladder
  - Tanker
  - Engine
  - Forestry
  - Utility
- Demonstrate dressing a hydrant properly
  - Wet
  - Dry
- Demonstrate ability to use ground ladders
  - One person throw
  - Two person throw
- Explain proper use of radios
  - Portable
  - Mobile
  - Base
- Demonstrate knowledge of SCBA components
  - Components and their function
  - Change air cylinder
  - Change batteries
  - Do a status check
- Demonstrate ability to start all the saws

Mentee \_\_\_\_\_

Mentor \_\_\_\_\_

This signifies that the new recruit has the basic knowledge listed above and is cleared to ride and OBSERVE fire calls with any mentor/officer.

Mentor Sign Off:

Printed name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Make a copy of this and place the original in the members training file and leave the copy in the members Guidebook.*

Mentee \_\_\_\_\_

Mentor \_\_\_\_\_

**Requirements to test out of Fire Recruit**

- Complete Recruit Section Initials \_\_\_\_\_
- Obtain/Provide Fire Certification Initials \_\_\_\_\_
- Pass open book SOG Test Initials \_\_\_\_\_
- Pass basic Town/Street knowledge test Initials \_\_\_\_\_
- The following should be done by the new member with no additional instruction or tutelage. To be done in the presence of the mentor and at least one officer.
  - Demonstrate the ability to:
    - Don PPE:
      - Gear in 60 sec. Initials \_\_\_\_\_
      - SCBA in 60 sec. Initials \_\_\_\_\_
    - Power up gas meter Initials \_\_\_\_\_
    - Power up thermal imager Initials \_\_\_\_\_
  - Demonstrate ability to throw ground ladders by themselves:
    - For rescue Initials \_\_\_\_\_
    - For ventilation Initials \_\_\_\_\_
    - For roof access Initials \_\_\_\_\_
  - Demonstrate proper use of radios Initials \_\_\_\_\_

**Sign-Off:**

This signifies that \_\_\_\_\_ has successfully completed all requirements to be considered a Probationary Fire member.

**Mentor's Name:**

\_\_\_\_\_

**Officer's Name:**

\_\_\_\_\_

**Mentor's Signature:**

\_\_\_\_\_

**Officer's Signature:**

\_\_\_\_\_

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