

Elkins Park Fire Company

<b>Title:</b>	<b>Training Standards, Requirement and Expectations</b>
<b>Number:</b>	<b>SOP TR-401</b>
<b>Effective Date:</b>	<b>20 December 2023</b>

**1. PURPOSE:**

To provide the company with an understanding of training requirements and what the expectations are for every member while attending training.

**2. OBJECTIVE:**

To explain what level of attendance and participation is expected at training to receive credit for training attendance and to maintain a confident level of skill and knowledge that will carry over into practical scenarios.

**3. SAFETY:**

All training evolutions are to be performed in a safe manner under the control of an officer, or with approval of an officer. If the training is not occurring in a safe manner then it should be stopped and reevaluated until a safe option is identified. All training must be stopped if an injury occurs and the Safety Officer or Chief Officer must be notified immediately.

**4. DEFINITIONS/ACRONYMS:**

N/A

**5. PROCEDURE:**

5.1 Classroom Trainings:

Attendance is required for all members to receive credit. During the classroom sessions all members are to pay attention to the content being presented by the instructor. Everyone can participate in the class if they feel they are able to participate with the material being taught

5.2 Hands-On Trainings:

All members are to follow the directions of the instructor. If training with SCBA packs is required by the instructor then everyone must have a pack on. All members are to be involved for the entire training. If a member is not able to attend the entire training, or arriving late to training they should notify an officer. If a member does not participate in the entire training they

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will not receive credit for training. All participants in the training must help clean up at the conclusion of the training and return the training grounds to a usable condition.

- 5.3 All training activities will be documented on the training log. There should be a brief description of the training and the name of the instructor. All participants must sign that they attended.

### **6. ACCOUNTABILITY:**

- 6.1 All active members are required to attend a minimum of two (2) scheduled training courses per month. If a member is unable to meet this requirement they will be required to notify an officer of their inability to meet this requirement prior to that scheduled training. It is understood that not every active member will be able to attend two training courses each month for various reasons but failure to consistently attend training courses will result in disciplinary action.

### **7 DISCIPLINARY ACTION:**

- 7.1 If a member fails to consistently attend training, according to the accountability requirements, it will be at the discretion of the Chief to remove that member gear until further notice. Prior to removing the gear the Chief will notify the member in writing of their intent and indicate how that member will be able to have their gear reinstated.

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Document -	TR-401 Training Standards and Expectations	
Initiator	Reviewed by:	Approved by:
B. Levy	E. McMahon	B. Levy
Effective Date:	20 December 2023	
Changes Made or Initial Document	Added clarification on requirements for training including accountability and disciplinary action.	