



**COLORADO SPRINGS FIRE DEPARTMENT
EXPLORER HANDBOOK**



**COLORADO SPRINGS FIRE EXPLORERS
GOALS AND GUIDELINES HANDBOOK**

Revised 1/2017



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EXPLORER HANDBOOK**



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Colorado Springs Fire Department Explorer Post 1894



Mission Statement: To create a safe environment where youth can become involved in and benefit from exposure to fire and EMS services.

Training Statement: Through training programs where the life skills of **P**rofessionalism, **R**espect, **I**ntegrity, **D**uty and **E**xcellence are taught to our members to create future firefighters and outstanding citizens.

Vision Statement: Exploring CSFD today, the World tomorrow.



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INTRODUCTION

The Colorado Springs Fire Department Explorer Post #1894, an official program of the fire department in conjunction with the Learning for Life Organization offers young adults exposure to the career opportunities available in the fire service.

This handbook outlines guidelines, rules, regulations and policies for Explorers and an explanation of the youth and adult administration of the Fire Exploring Program. All members are accountable for the contents of this book in order to maintain a level of professionalism and commitment.

In order to keep this Handbook current and accurate, input is necessary from all individuals who have read and currently use the Handbook. If there are any questions that are not addressed in this Handbook, please direct them to the Explorer Post Advisor for the Colorado Springs Fire Department.

CHAPTER 1 – EXPLORING

1.1 Defined

Exploring is a worksite-based program. Exploring is part of Learning for Life's career education program for young men and women who are 14 (and have completed the eighth grade) through 20 years old.

As a modern take on traditional apprenticeship, Exploring helps high-school-age people find their present and future roles as individuals in society and in the world of work. These goals are fulfilled through the planned program of activities related to vocational, social, services, citizenship, outdoor, and personal fitness areas of experience in an organizational framework that is flexible and relevant to the immediate interest of young adults in any part of the nation or phase of society.

1.2 Purpose

The purpose of Exploring is to provide experiences that help young people mature and to prepare them to become responsible and caring adults. Explorers are ready to investigate the meaning of interdependence in their personal relationships and communities.

Exploring is based on a unique and dynamic relationship between youth and the organizations in their communities. Local community organizations initiate a specific Explorer Post by matching their people and program resources to the interests of young people in the community. The result is a program of activities that helps youth pursue their special interests, grow, and develop.

Exploring programs are based on five areas of emphasis: *career opportunities, life and vocational skills, citizenship, character education, and leadership experience.*

Career Opportunities

- Develop potential contacts that may broaden employment options
- Boost self-confidence and experience success at school and work

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1.2 Purpose (Cont'd.)

Life/Vocational Skills

- Develop physical and mental fitness
- Experience positive social interaction
- Develop skills in a particular trade

Citizenship

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

Character Education

- Help make ethical choices
- Fulfill one's responsibilities to society as a whole

Leadership Experience

- Acquire leadership skills necessary to fulfill one's responsibilities in society
- Develop a variety of leadership traits

Young adults involved in Exploring will:

- Gain practical knowledge of and experience in a career
- Engage in a program of activities centered on career opportunities, life skills, citizenship, character development, and leadership experience to encourage the development of the whole person
- Have opportunities to take on leadership roles
- Have a chance to learn and grow in a supportive, caring, and enjoyable environment

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1.2 Purpose (Cont'd)

The purpose of Learning for Life is achieved in Exploring through a planned program of action that brings young people voluntarily into association with adults. These adults are carefully selected and trained, and by the example of their character, citizenship, knowledge, and promotion of physical and mental fitness, become a positive force in the lives of young adults.

1.3 Benefits

Fire Exploring gives young people valuable insight into the firefighting profession. This insight will allow individuals to decide whether or not they desire to pursue a greater role in the fire service. By participating in the Fire Exploring program, the individual will gain personal confidence, learn to use various tools, develop mechanical skills and aptitude, and gain a greater awareness of personal and fire safety.

The Colorado Springs Fire Department also benefits from our association with the Fire Explorer program. Fire Explorers often assist with the performance of routine duties. These duties include public education, fire prevention activities, and helping with ancillary functions on the emergency scene, or other projects. The fire department also benefits from a higher quality of applicants for their entry-level positions.

The Explorer Program helps to further the fire department's positive role in the community and assists with public relations.

1.4 Goals

Exploring has four specific goals. The young people involved in Exploring should:

- Gain practical experience in the career or special interest of the post.
- Engage in a program of activities centered on the five areas of emphasis to encourage an understanding of and the development of the whole person.
- Experience positive leadership from adults and peers and be given opportunities whenever possible to take on leadership roles.
- Have a chance to learn and grow in a supportive, caring, and fun environment.

CHAPTER 2 – LEADERSHIP

2.1 Post Advisor

The Post Advisor must be an employee of the Colorado Springs Fire Department and be at least 21 years of age. The Advisor must be approved by the Fire Chief prior to taking on the duties of an Explorer Post. Advisors must attend Learning for Life Basic Leader Training and Learning for Life Youth Protection Training prior to involvement with a Post.

The responsibilities of the Post Advisor include:

- Fostering and developing an environment within the Explorer Post that has a true sense of community that encourages everyone's growth and responsibility to one another.
- Providing a positive influence on the lives of the Post members.
- Helping to recruit the right leadership.
- Encouraging adult leaders to take leadership training.
- Serving as a liaison between Colorado Springs Fire Department Administration and Learning for Life.
- Promoting the recruitment of new members.
- Re-charter the Post on an annual basis.
- Helping to develop youth to lead, plan, make decisions, and carry out activities of the Post.
- Encouraging participation and support for the Explorer Post from other members of the Fire Department, Associate Advisors, Parents, and the Community.
- Upholding the policies and procedures of the Colorado Springs Fire Department and Learning for Life.

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2.1 Post Advisor (Cont'd.)

- Upholding the goals and guidelines of the Explorer Post.
- Utilizing the resources of Associate Advisors, Colorado Springs Fire Department, Post members and Parents to bring varied training topics to the Post.
- Ensuring that activities are conducted within safety guidelines and requirements.
- Participating in authorized field trips.
- Assuring that Explorer Officers are accountable for the responsibilities of their designated position.
- Maintaining a separate file on each Explorer.
- Serving as head of the Explorer Advisory Board
- Appointing Associate Advisors and the Post Leader
- Being a point of consultation for promotions and demotions of Explorer Officers.

2.2 Associate Advisor

Each Post must have at least two Associate Advisors. Associate Advisors must be employees of Colorado Springs Fire Department. Associate Advisors must be approved by the Post Advisor. Associate Advisors must attend Learning for Life Basic Leader Training and Learning for Life Youth Protection Training prior to their involvement with a Post.

The responsibilities of an Associate Advisor include:

- Providing administrative and program assistance to the Post Advisor and assume Explorer Post Advisor's responsibilities in his/her absence.
- Assuming Shift Coordinator's duties. Each Shift

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2.2 Associate Advisor (Cont'd.)

Coordinator is responsible for a different shift (A, B, or C). The Shift coordinator is responsible for assisting Explorers in setting up ride-alongs by being a liaison between the Explorer and the Company Officer for a ride-along on the shift for which that Advisor is responsible. The Shift Coordinator holds Explorers accountable for completion of all ride-along forms and forwarding the appropriate form to the Explorer's file.

- Assuming Training Coordinator duties. Direct and facilitate training for the Explorer Post. Assist Explorers in setting up the schedule for Explorer Training.
- Assisting Explorer Officers in the following:
 - Planning and carrying out recruitment of new post members.
 - Welcoming new members to the Post and assisting with their orientation.
 - Conducting Post meetings, training, and activities.
 - Maintaining the Post's activity files.

2.3 Post Officers

Appointments to Officer are made in the following fashion: the Post demonstrates a need for an Officer; Explorers submit an Officer Application; the Post Advisor, Associate Advisor, Post Leader, and all general staff members agree on the appointment. Upon appointment, the new Officer shall be placed on a 90 day probation. At the end of this probation, the performance of the Officer shall be reviewed by the Post Advisor and the existing Explorer leadership. If the Officer is considered fit for the position, he/she shall retain the position and taken off of probation. If the Officer is not considered fit, then he/she shall be asked to step down. Consideration for appointment and continuance is based on various criteria; i.e., Explorer standing,

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2.3 Post Officers (Cont'd.)

availability, flexibility, and attendance, etc.

Officer titles shall be used to describe the level of authority and responsibility held by a qualified Fire Explorer.

This authority should be exercised with utmost discretion. Officers should avoid giving direct commands to personnel not assigned to their immediate control, except when required to do so in an emergency or for the good of the Explorer Post.

The number of Officers will be determined by the size of the Post. All members who are not Officers shall hold the title of "Fire Explorer." Duties shall follow from the Post #1894 guidelines.

The Fire Explorer Officers are as follows:

Post Leader: Key youth leader of the Post. Works closely with the Post Advisor on conducting Post business and Officer meetings. Directly responsible for notifying Post Officers of upcoming meetings or special projects. Responsible for each explorer in the Post, as well as maintaining all aspects of the Post.

General Staff: Assumes responsibilities of Post Leader in his/her absence. There will be up to four General Staff members. Responsible for tracking of membership, recruitment and New Explorer Orientation. Responsible for accountability, attendance, resignations, special jobs, as well as enforcing the chain of command through their squads.

Squad Leader: Responsible for a squad of up to five Fire Explorers.

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2.3 Post Officers (Cont'd.)

Assigned under a General Staff member. There will be up to eight Squad leaders. Responsible for informing and obtaining accountability from those in their squad, as well as solving problems for those in their squad, or carrying them up the chain of command.

Finance Officer: Assigned to a General Staff member. Works directly with the Post Advisor, Advisory Board Finance Officer, and the Post Leader. Responsible for Explorer Post funds. Duties include: working with the bank, making deposits and withdrawals, and being involved in all monies spent for the Post.

Operations Officer: Assigned to a General Staff member. Works directly with the Adult Training Coordinator. Responsible for providing the Post with the most current CMCB Job Sheets to learn, train, and practice with. Assists Adult Training Coordinator with acquiring training ideas, facilities, equipment, instructors, and any other training needs.

Planning Officer: Assigned to a General Staff member. Works with the fire department, Firewise program, Community Services, and other organizations to schedule and prepare for events. This is the key Officer for large events, such as the Fallen Firefighter Memorial, Explorer Awards Banquet, and Fire Prevention Week.

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2.3 Post Officers (Cont'd)

Logistics Officer: Assigned to a General Staff member. Works with the Operations Officer to facilitate apparatus, equipment, facilities, and personnel for Explorer Functions. Also handles many administrative duties in the Post.

Documentation Officer: Assigned to a Squad Leader. Responsible for obtaining a completed attendance sheet from the lead at each meeting, tracking yearly consent forms, youth roster, maintaining attendance records of meetings, and upkeep of paperwork.

Probation Officer: Assigned to a Squad Leader. Contacts new recruits, handles logistics for New Explorer Open House/Interviews/Orientations. Responsible for assisting with the three Probationary Meetings, and issuing Class B Uniforms to those off Probation.

Liaison Officer: Assigned to a Squad Leader. Responsible for communication between the Explorer Program and the Advisory Board. May also take on special projects approved by the Board. Will communicate special considerations, to include old and new business type items or projects.

Lead: Responsible for getting all accountability turned in to designated instructors, and reporting to the Post Advisor following the meeting in a prudent manner with a report on the meeting, as well as any

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2.3 Post Officers (Cont'd)

issues or concerns that arose. Prior to the meeting starting, lead must give a report to the instructor on accountability, attendance, dinks, and any special considerations. Lead must keep the back-up informed, and rely on them to assist in the meeting processes. Lead must contact the instructor one week prior to the event to give accountability, as well as assist with anything the instructor may need for the training, such as vehicles, equipment, or apparatus. The Explorer Lead is responsible for setting a good example, and delegating tasks to other Explorers at the event.

CHAPTER 3 - ADULT LEADER TRAINING

3.1 Basic Leader Training

All adult leaders are required to take the Adult Explorer Basic Leader training presented by Learning for Life.

This training course is designed to:

- Provide an understanding of how Exploring achieves the purposes of Learning for Life.
- Teach the best methods of program planning and use of resources.
- Give insight into the skills of leadership.
- Share information about local and national program support, activities, and resources.
- Offer guidance on the training and development of youth officers.
- Extend advice for guiding the design of a youth-led post program.

3.2 Youth Protection Training

Post Advisors and Associate Advisors are required to take Youth Protection Training. Due to the potential for child abuse in our society, the Youth Protection program has been developed to help safeguard both our youth and adult members.

Youth Protection Training is taken online through Learning for Life.

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CHAPTER 4 – RECRUITMENT

4.1 Recruitment of Explorers

All individuals interested in the fire service as a career may join the Colorado Springs Fire Department Explorer Post #1894, as long as the youth is in good standing in the community (i.e., cannot be on diversion or court-mandated probation). The individual shall not be affiliated with a volunteer fire department. An individual affiliated with a volunteer fire department already has exposure to the fire service in that capacity.

The youth also has to be between the ages of 14-20; the interested youth may join the Explorer Post by contacting the fire department. After the interested youth is contacted they can attend an open house before an interview. After an interview, the youth could be invited to the New Explorer Orientation Meetings. Orientation may occur two times a year.

To join: The interested party may 1) call the Human Resources Office for the Colorado Springs Fire Department, and leave a message with them at phone number (719)385-7244 or 2) submit their information via the CSFD Fire Explorer website at WWW.CSFDEXPLORERS.ORG. Please know that the Human Resources Office will not return the phone call, they will instead pass on the information to the Post Advisor.

4.2 Contact of Potential Explorers

The Post Advisor will collect the information and pass it on. The interested individual will be contacted in a timely manner, typically within two weeks. The Adult/Explorer in charge of New Explorer Orientation will contact the interested individual to answer any questions they may have and explain the Explorer program to them.

4.3 New Explorer Orientation

New Explorer Orientation is the responsibility of the Probation Officer. This responsibility includes making contact with individuals that express interest in the post, creating presentations, setting up interview boards, and gathering paperwork. The information shared with all

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4.3 New Explorer Orientation (cont'd)

interested individuals includes explaining to them about the Fire Explorer Post, answering questions and inviting them to upcoming meetings in regards to the next orientation.

Open House will be for the recruits to learn about the Explorer Program, and decide if the program is something they want to pursue. It is mandatory for the recruit and their parent(s). If they choose to pursue becoming a Fire Explorer they will be invited back for interviews.

Interviews will consist of an interview board, paperwork managers, escorts, and hosts at the front door. It is mandatory for the recruit and their parent(s). The interview board will consist of experienced explorers, and one adult leader. Every recruit will be asked the same questions in the same order.

The recruit will also fill out the following paperwork:

- Explorer Post Application
- Explorer Consent/Ride Release
- Photo Release Form
- Parent Contact Sheet
- Enrollment Information
- LFL Medical/Consent form
- LFL Youth Application

New Explorer Orientation will be held no more than twice a year. Typically orientation is in January.

The first night of New Explorer Orientation is mandatory for recruits and their parent(s). It is designed for a program administration, discrimination/harassment training, parents' meeting, finish signing up interested parties, and to distribute Explorer equipment. Report cards are necessary to check the New Explorers grades, the grades need to be at least a 'C' average. Explorers out of High School will not need to have their grades checked. They are required to take at least one college level class per semester.

The enrollment fee of \$100.00 will be collected for the initial registration of the New Explorer.

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The Parent/Explorer Agreement form needs to be signed and turned in at Orientation also.

The second night is mandatory for the recruit. Goals and Guidelines (rules) for the new Explorer will be covered.

4.4 Seniority

Seniority in the Explorer Post is based on the date and time the potential Explorer made initial contact with the Explorer Program. This is the date that a recruit had expressed interest in becoming an Explorer. The Post Leader is responsible for maintaining the Seniority List. Seniority will give the explorer privileges such as gear placement in the Conex, issuance of new equipment, etc.

4.5 New Explorer Probation

Any Explorer that has just entered the program and has completed both orientations meetings becomes a Probationary Explorer. They will be on Probation for a minimum of 90 days, and must attend 12 meetings in order to promote off of probation. During the first 90 days, the Post will provide 3 Probationary meetings. These meetings will cover PPE/SCBA, CPR, and CSFD fire stations and apparatus, all are mandatory for the Probationary Explorers. Probationary Explorers must obtain NIMS 100 and NIMS 700 certifications within this 90 days. There is also a probationary test at the end of the Probationary Explorers 90 days. The Probationary Explorer needs to pass the probationary test with at least an 80%. Once all conditions have been completed, the Explorer will be issued a light blue uniform shirt and considered an Experienced Explorer. At the completion of probation a metal nametag can be ordered by an Advisor and distributed on a future meeting date.

If an individual does not successfully pass Explorer Probation he/she will be asked to separate from the post.

Note: A Probationary Explorer may temporarily be issued a light blue uniform shirt for special events. After the event the Explorer is expected to return the shirt.

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CHAPTER 5 – PROGRAM ADMINISTRATION

- 5.1 Maintenance of Records** A file with records will be maintained on each Fire Explorer. The file will include enrollment information, completed ride-along forms, and copies of all pertinent correspondence. Explorer Officers and Adult Leaders will be responsible for submitting all appropriate records and information to the Post Advisor or his/her Superior Officer.
- 5.2 Personal Information** Fire Explorers will be required to provide the Explorer Post with the following information: name, personal contact information (i.e., address, telephone numbers, e-mail, pertinent medical information), and the name of a person to be notified in the case of an emergency. In addition, parents' contact information must be provided (i.e., work telephone numbers, cell phone numbers, etc.). Fire Explorers are responsible for notifying their Superior Officer of any changes.
- 5.3 Participation Fee** The Colorado Springs Fire Explorer Program requires an annual participation fee of \$100.00. The participation fee is required to be paid annually at Orientation or the Annual Parents meetings in January of each calendar year.
- 5.4 Equipment Deposit** There is a one-time \$100.00 equipment deposit required in order to issue any Explorer Program uniforms and gear.
- Once all issued Explorer Program uniforms and gear are returned in good fashion upon separation of the program, the equipment deposit will be returned to the party that paid the equipment deposit.
- 5.5 Attendance** Explorers shall attend all meetings and training unless there is a valid excuse. An example of a valid excuse could be for school (for unexpected assignments), family (unavoidable planning issues), or health reasons. If an Explorer cannot attend three meetings per month, it will

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be considered a 'strike'.

If attendance is unexcused, unaccounted for, or continuous, this lack of attendance will be cause for dismissal from the Explorer Program.

5.6 Community Service

The Fire Explorer Program serves the community of Colorado Springs and the region for the betterment of the citizens and the Colorado Springs Fire Department.

A Colorado Springs Fire Explorer is required to fulfill 6 hours of community service hours per quarter.

Failure to complete community service hours for a quarter will serve as a 'strike' against the Explorer.

There are several ways to achieve the community service hours. Such as Sparky events and the FFM. An Advisor needs to approve the community service event.

5.7 Three Strikes

As stated in the goals and guidelines handbook the Explorer needs to be responsible.

An Explorer shall: keep us informed of their status (accountability) for all explorer functions. This means when an Explorer receives a text or phone call they need to reply to it in a timely manner (right away). In order to maintain good order in the Explorer Post the Explorer Leaders need to be informed. The Explorer Program mandates two-way communication at all times.

It is mandatory that an Explorer attend three meetings per month.

Examples of strikes are for Accountability, Attendance, Code of Conduct, Community Service violations.

For one strike an Advisor will speak with the Explorer. For two strikes an Advisor will speak with the Explorer and a Parent. For three strikes the Explorer will be asked to separate from the Fire Explorer Program.

5.8 Leave of Absence

Explorers may take a leave of absence from the Post for personal reasons, to fulfill academics, or other approved reasons. The Explorer is required to submit a letter in advance to the Post Advisor explaining the reason for their leave of absence, and the length of their absence.

A leave of absence will not be granted for a timeframe longer than six months.

An Explorer on probation must petition for a leave of absence in order to seek an Advisors approval. If granted probation will be completed on returning to the post.

Any gear issued to the Explorer will be returned to the Post during the leave of absence.

Due to the unique nature of the Explorer Program the returning Explorer may be required to go through the reentry process up to and including orientation.

5.9 Resignation

Explorers may resign from the Exploring Program at any time. It is required that the Explorer who intends to resign provides the Post Advisor with written notice. The letter of resignation needs to be turned in prior to their resignation date and the letter needs to include the reason, and needs to be signed and dated. The Explorer must turn in all gear, uniforms, binders, etc. that were received from the Post. All of these must be completed before the Explorer can be taken off the roster. Once all equipment is returned in good order a return of the equipment deposit can occur.

5.10 Separation from Explorers

It is the Parents and the Explorers responsibility to turn in all Fire Explorer Program equipment. Both the Parent and the Explorer that have separated from the Explorer Program will be held financially responsible for the replacement cost of all Explorer Program equipment.

When physical fitness gear is purchased by an Explorer it is implied that this Explorer will contribute to the Explorer Program with attendance and participation. Physical Fitness gear is not a novelty item for Explorer's to have after separation from the program. When the an Explorer is no longer an Explorer they cannot represent

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themselves as such or being affiliated with Colorado Springs Fire Department. Therefore, all purchased physical fitness attire needs to be turned in upon separation from the Explorer Program.

All Equipment needs to be checked in upon separation of the Explorer from the Explorer Program in a timely manner.

5.11 Termination

Explorers may be forced to resign from the Explorer Post. The grounds for termination include lack of attendance, lack of communication, or disciplinary reasons. Termination will be a collaborative agreement between the Post Leader, all General Staff members, and the Superior Officer of that Explorer, with the approval of the Post Advisor. The terminated Explorer will be required to turn in all issued items within 7 days of termination.

5.12 Confidentiality

The official business of the fire department is confidential. Fire Explorers shall only discuss or give official information to or for the following reasons:

- To persons for whom the information is intended
- As directed by their Superior Officer
- Under due process of law
- In case of emergency

5.12 Confidentiality (Cont'd)

Explorers are responsible for maintaining the confidentiality of all proprietary or privileged information to which they are exposed while participating in the Exploring Program, whether this information involves a single staff, citizen, other person, or involves fire department business.

Healthcare Information Portability and Accountability Act (HIPAA):

The Explorer Program, like the fire department, follows the regulations of HIPAA. Explorers, under HIPAA, may not give out any personal information in a patient care setting. This includes names, ages, dates of birth, or any specific information that would compromise a

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patient's privacy. Explorers also may not give out any personal information in the post setting, to include any medical information they obtain, or any private information about any Explorer or Advisor. Failure to maintain confidentiality may result in disciplinary action up to termination from the Explorer Program. If necessary, Explorers may also be prosecuted for violating HIPAA to the full extent of the law.

5.13 Reporting Information

Fire Explorers shall properly report any information given in good faith that might indicate the need for action by the fire department. Explorers are to uphold the integrity of the fire department by maintaining honesty at all times.

5.14 Records

Fire Explorers shall not remove any official record of the fire department except as directed by their supervisors or under due process of law.

5.15 Grade Checks

An Explorer must maintain a minimum of a "C" average in his/her semester grades. Grades will be checked bi-annually, following the Fall and Spring semesters. The Colorado Springs Fire Explorer Program will use a formula to compute the accumulative GPA for a semester. In the formula the grade points are as follows: A=4, B=3, C=2, D=1, F=0. In the formula the sum of all the grades are divided by the number of classes taken for the given semester. Honors or AP classes will not be given a weighted grade. New members may join with a GPA below a "C," but will be brought into the program on academic probation.

5.16 Academic Probation

If the Explorer fails to maintain a "C" average, the Explorer will be placed on academic probation in order to turn their focus on school work rather than Explorers. While on academic probation, the Explorer must provide a monthly progress report throughout the semester. The Explorer will not be permitted to be lead or backup for any Explorer meeting and may only participate in one meeting per week (pertaining to meetings on school nights) and may not participate in any extra meetings, special events, or special projects. If the Explorer fails to raise their grades to a "C" average by the end of the

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semester, they will be terminated from the post in order to fulfill academic priorities.

5.17 Explorers out of High School

If the Explorer is out of High School their grades will not be checked. However, it is required that an Explorer out of High School take at least one college course per semester.

5.18 General Orders

At times, items will come up that will require an addition to this handbook. This is done by way of General Orders, which will be drafted up to address an issue, regulation, or item. This Order will be passed out to all Explorers, and shall be considered part of the Explorer Handbook. A qualified Explorer will draft up the General Order, listing out in detail the material one needs to add. The Post Leader and Post Advisor will approve the order, which shall be numbered and dated, and shall attach to the end of the handbook. The Orders will then be incorporated into the Handbook at the time of revision.

5.19 Revision of the Goals and Guidelines Handbook

The Handbook shall be revised every other year. This shall be the responsibility of the Post Leader, but may be delegated to another qualified member, or assigned to a group. A digital copy of the Handbook shall be given to the member or group, revisions made, and the finished product reviewed by the Post Advisor and Post Leader, and it will be approved. The revised Handbook shall then be supplied to each member of the Post.

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CHAPTER 6 – REPRESENTATION OF THE C.S.F.D.

6.1 Personal Appearance

All Explorers will report to their assignments in proper uniform. For proper uniform guidelines, see Chapter 8.

Personal grooming regulations, male members:

- Head hair will be permitted to grow naturally, but will be groomed and neatly trimmed so as not to present an un-kept or unprofessional appearance. The hair shall not extend below the top of the shirt collar.
- Sideburns shall not extend beyond a point even with the bottom of the ear lobe and shall end in a clean-shaven horizontal line.
- Mustaches may be worn if short and neatly trimmed. Mustaches shall not extend below the vermilion border of the upper lip or the corners of the mouth. Handle bar mustaches are not permitted.
- Beards are prohibited. Explorers participating in Post-activities must be clean-shaven.
- Male Explorers may not wear fingernail polish of any color.
- Male Explorers may not wear earrings.

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Personal grooming regulations, female members:

- Hair may be worn to the shoulder. If the hair begins to drape over the shoulder or lie on the shoulder it must be secured back by a plain fastener.
- Bangs shall not be visible on the forehead when wearing a fire helmet.
- Hair will be kept from covering any part of the face; however the ears may be covered.
- Only those items necessary to hold hair in place may be worn. Decorative accessories such as ribbons, barrettes, clips, etc., may not be worn.
- Female Explorers with pierced ears may wear two earrings in each ear lobe. The earrings cannot be larger than 1/2" in size.

6.1 Personal Appearance

(Cont'd)

Personal Grooming, all Explorers:

- Hair must be of its natural color (such as black, brown, blonde, or red) and not detract from professional decorum.
- A total of two rings may be worn.
- One necklace may be worn as long as it is not visible.
- One bracelet may be worn. The bracelet must be appropriate for the meetings. If any explorer or instructor sees the bracelet not fit for the meeting, it is to be removed for the rest the meeting and not to be worn again.
- A wristwatch is required at all meetings and events.
- A straight "Gig Line" must be maintained. The Gig line is a line extending from the seam on the trouser zipper to the top of the Class B shirt must be in one, continuous line. The right side of the belt buckle must be in line with the seam of the trouser zipper.
- Explorers are prohibited from wearing body jewelry, to include facial and tongue piercings.
- Boots must be free from scuffs and polished to a professional, reflective finish.
- Explorers will report for their assignments clean and without body odor.
- Hands and fingernails shall be clean and free of dirt.
- The explorer is responsible for the upkeep of all

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uniform components.

Tattoos/Body Art/Brands

- No tattoos/body art/brands on the head, face, neck, scalp, or hands are permitted.
- Tattoos will not be visible when wearing uniform clothing.
- Tattoos shall be covered when visible in P.T. gear.
- Tattoos in certain areas will be accepted on a case-by-case basis, however, the explorer must understand they may not be putting their best foot forward by having visible tattoos.
- Intentional body mutilation, piercing, branding, or intentional scarring is prohibited.
- The use of gold, platinum, or other veneers or caps for the purposes of ornamentation is prohibited.
- Teeth will not be ornamented with designs, jewels, initials, etc.

6.2 Acceptance of Rewards, Gifts & Favors

Fire Explorers shall not accept, either directly or indirectly, a personal gratuity, fee, loan, reward, or gift of any kind from any person or persons through their position with the Fire Department's Exploring Program. The Explorer Post, however, may accept donations due to its non-profit status.

6.3 Endorsements/ Advertisements

The Colorado Springs Fire Department, members of the Exploring Program or fire department equipment cannot be utilized in any manner whereby support or endorsement, either directly or indirectly, is given to any product or any service.

Examples of such restrictions include, but are not limited to, pictures involving Fire Explorers or equipment for advertising purposes; verbal or written endorsements for goods or services; or other commitment of department support to private or business interests of others. Any requests for goods or services used in our operations should be directed to an Advisor.

6.4 Public Relations

The attitude of each member shall be one of public

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service, courtesy, respect, and integrity. In nonrestrictive situations, the Fire Explorer should be pleasant and personal. On occasions calling for more control, the Fire Explorers shall be firm and impersonal, though avoiding the appearance of rudeness.

Fire Explorers who receive inquiries from the public concerning complaints shall refer the information to the appropriate person on the fire department.

6.5 Public Appearances/ Writing

As Fire Explorers, members shall not (unless authorized to do so by the Post Advisor) address any public gathering, join any organization without approval, nor appear on radio or television programs.

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CHAPTER 7 – CONDUCT AND DISCIPLINE

While on duty, all Explorers shall be governed by the following rules and regulations.

- 7.1 General Behavior** Colorado Springs Fire Explorers are representatives of the Fire Department. They shall maintain a professional attitude and demeanor which shall not in any way communicate any personal prejudices or reflect any discredit on the organization they represent, whether in uniform or not.
- 7.2 Conduct toward Others** Fire Explorers shall conduct themselves in a manner that will foster the greatest harmony and cooperation between themselves and the units of the Fire Department, as well as the public. At no time shall a Fire Explorer use coarse, profane, or insulting language, or use uncomplimentary or threatening terms of speech toward any individual.
- 7.3 Public Displays of Affection** Dating relationships are discouraged between Explorers. While they are not prohibited, they must not in any way affect the Post. While in uniform or at explorer events, there are to be no public displays of affection, to include kissing, laying on one another, holding hands, et cetera. This includes not only displays between Explorers, but between Explorers and any other individual while the Explorer is in uniform. Conduct must be kept professional at all times.
- 7.4 Conformance with City & Department Policies & Procedures** Fire Explorers shall be familiar with and conform to the policies and procedures City of Colorado Springs as well as the fire department, as stipulated in the Explorer Handbook. Fire Explorers who violate any rules, regulations or policies of the fire department or the Explorer Program shall be subject to disciplinary action.
- 7.5 Code of Conduct** Violation of city of department codes, policies, procedures, regulations or violations of rules from the Explorer Handbook are taken very seriously. Violations will result in disciplinary action such as verbal reprimand, written reprimand, and /or suspension from the post, depending on the severity and/or frequency of the infraction.

The following list is an example of the conduct expected while participating in the Colorado Springs Fire Explorer

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Program. This list is not all-inclusive.

7.5 Code of Conduct (cont'd)

A. Appearance

1. All Explorers will report to their assignments and/or meetings in proper uniform that is clean and free of wrinkles. Boots will be shined and worn with appropriate uniform.
2. All Explorers will be clean and hair neatly combed when reporting for duty. Females with hair below collar level have it neatly pinned or pulled back, and placed under turn-out coat while on the fire ground or drill field.
3. Jewelry that is posing a threat to an individual's safety (i.e. earring, necklace, etc.) shall not be worn. One bracelet is allowed, it must be appropriate for meetings. If an instructor asks for the bracelet to be removed it shall be removed and not worn again at any Explorer meeting.
4. Assigned personal protective equipment will be kept in a clean and serviceable manner.
5. PPE inspections will occur and Explorers are liable for missing equipment.
6. Explorers shall always do their best to look professional, clean, and respectable.

B. Authority

As stated in the City Code Chapter 20, Public Safety, Article 2 section 20-2-103 "All members of the Fire Department shall perform such duties as may be required of them by the City Manager, Fire Chief, or the Chief's designated representative..."

For Exploring this means following the guidance of your Advisors, Explorer Officers, and other fire department personnel in the performance of Explorer functions.

Superior Explorer Officers have a given authority over those directly in their span of control. Explorer Officers shall not step outside their authority unless absolutely necessary in an emergency.

Explorers must follow orders given by a superior Officer, unless the order is illegal, immoral, or unsafe,

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7.5 Code of Conduct (cont'd.)

or the order is discriminatory or harassing in nature. Explorers are responsible for following orders given by any Officer superior to them in the post.

C. Chain of Command

The City of Colorado Springs has an open door policy, however, whenever possible the Chain of Command should be followed so that all issues can be solved at the lowest possible level. The Chain of command for the Explorer Post is as follows; Explorer member, Squad leader, General Staff, Explorer Post Leader, Explorer Advisor, Post Advisor. The Chain of Command will be outlined by the Organizational Chart, which shall be kept current. Explorers must use the chain of command to accomplish tasks. Each explorer reports directly to their superior Officer.

The Open Door Policy states that any member may step outside the Chain of Command under the following circumstances:

- An unsafe act is being committed
- The Explorer feels they are being discriminated or harassed
- An illegal act is being committed
- An immoral act is being committed

In such case, the explorer has a duty to go to whoever they feel comfortable to report the incident.

D. Cheating

Cheating will not be tolerated at any time and will result in immediate suspension.

E. Discrimination/Harassment

1. The City of Colorado Springs has a Zero Tolerance Policy. Discrimination or Harassment in any form will not be tolerated.
2. Any issues concerning discrimination or harassment **MUST** be reported immediately. Issues of discrimination or harassment shall be reported to any member with whom you are comfortable.

F. Insubordination

1. Explorers are expected to respond immediately

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7.5 Code of Conduct (cont'd.)

to orders, without hesitation or question.
Willful disobedience of any order issued by an

Officer, Instructor, or Advisor will result in immediate disciplinary action.

2. Disrespect and/or abusive language toward an Officer, Instructor, or Advisor are also considered forms of insubordination.
3. Any other form of insubordination will result in immediate disciplinary action.

G. Participation

Explorers may participate in any and all training meetings. Training meetings are not mandatory; however, Explorers are expected to be at every meeting unless their Officer is informed. Explorer ride-along eligibility is contingent on attendance of meetings. The intent of the Explorer Post is that family, school and sporting activities can come first but the Explorer Post needs your participation to fulfill our mission. If participation is constantly lacking, the explorer will be given two verbal warnings, then terminated on the third offense.

Personnel Accountability will be turned in at least one week prior the meeting. Accountability will be vigorously tracked, and Explorers are responsible for upholding their accountability. Failure to do so will result in termination.

H. Respect

1. Respect will be shown to all CSFD personnel, civilians, and other Explorers at all times.
2. All CSFD personnel will be addressed by rank, or if civilian, in a professional manner (Mr., Mrs., Miss, Sir, Ma'am, et cetera).
3. Knock and ask permission to enter any office, conference room, or classroom that is in use.
4. Stand when any CSFD personnel or civilian enters the room you are in.
5. Wait until permission is granted to sit down.
6. Interruptions or arguments with Officers, Instructors, or your teammates will not be tolerated.(See insubordination)
7. When in the hallway of any CSFD facility and

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7.5 Code of Conduct (Cont'd.)

any personnel approach, move to the side and wait until they have passed; greet him or her in a professional manner.

8. Keep the noise level low when on breaks.
9. When directly addressed by any CSFD personnel or civilian, hands will be placed at your sides or behind your back. Hands may not be placed in pant or coat pockets.
10. The use of profanity is strictly prohibited.

I. Responsibility

1. Study and learn materials presented.
2. Successfully pass written exams and practical skill performance tests.
3. Physical fitness.
4. Perform assigned duties.
5. Be committed to the Explorer Program.
6. Maintain accountability as an Explorer.

J. Sick Leave

1. All personnel must notify their Appropriate Explorer Officer if they are unable to attend an Explorer meeting.
2. All injuries and illnesses occurring must be immediately reported to an Advisor.
3. Injuries and illnesses requiring a significant amount of absences from the Explorer Program will be evaluated.

K. Substance Abuse

1. No alcoholic beverages or non-prescription drugs will be permitted at any training locations. Explorers under the influence of alcohol or drugs will be considered in violation of this code, which will result in immediate termination.
2. The use of tobacco products is prohibited while participating in Explorer sanctioned activities and on fire department premises.

L. Tardiness

Unexcused tardiness/absence will not be permitted and may result in recommendation for suspension.

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M. Teamwork

1. You are expected to work well in a team
2. You are expected to function in all positions of the team
3. Any action that hinders or disrupts teamwork will not be tolerated

Explorers are not allowed to be alone without permission on the drill field or during classroom time.

7.6 Disciplinary Action

Disciplinary action may be dispensed in an oral or written reprimand, imposing a probationary period during which any further violation of any kind shall result in suspension and dismissal from the Exploring Program. During this imposed probationary period, ride-along privileges will be revoked. A severe infraction of the rules may result in immediate dismissal from the Exploring Program.

The Post Advisor will record and file the record of any activity or action of a Fire Explorer that is prohibited as stated in this handbook. The failure of a Fire Explorer to act in a manner that violates information presented in this handbook will be documented on an Explorer Interaction form.

Under most circumstances, Explorers do not have the authority to impose disciplinary action on other Explorers. If the Post Advisor is not present and an Explorer clearly violates the Rules and Regulations of the Explorer Program, the Post Leader, a General Staff Member, or the Lead may dismiss the Explorer from the event. If this happens, they must notify the Post Advisor in a timely fashion, and the Explorer will be placed on administrative leave while the incident is investigated.

When Explorer Interaction forms are presented to an Explorer there shall be two individuals present besides the Explorer present. Depending on the violation it may be two adults or one adult and an Explorer Officer.

7.6 Disciplinary Action (Cont'd.)

If necessary the Post Advisor will convene a panel of Advisors and an Advisory Board member to handle the need for disciplinary action. The Panel will convene with the Explorer and a Parent of the Explorer present to discuss the need for discipline.



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Any disciplinary measures taken or incidents incurred shall be kept confidential.

CHAPTER 8 – UNIFORMS & SAFETY GEAR

8.1 Use, Issuance & Replacement

When participating in Explorer activities, all Explorers shall wear the appropriate Colorado Springs Fire

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Department Explorer uniform as described in the Explorer Handbook, unless otherwise authorized by the Post Advisor.

Uniforms will be worn in accordance with Explorer Handbook. Uniforms will be worn at official Colorado Springs Fire Department and/or Fire Exploring functions only.

Dependent upon the overall condition and participation of the post, the Post Advisor and/or Associate Advisor may approve the wearing of Class B or Class C uniforms, on the day of the meeting, to school and any other activities which will not damage the uniform. The Explorers must realize this is a privilege, and there is great responsibility to be upheld by wearing said uniform in public. The Explorer must act in a professional and courteous manner at all times. If any abuse of this privilege is seen or heard of, uniforms will just be for meetings and disciplinary action may result.

Each member is responsible for the acquisition, use, maintenance, and return of uniform items in accordance with the procedures outlined in the Explorer Handbook.

All uniform items shall be maintained in a clean and neat condition. Faded, worn, or damaged articles are unacceptable and need to be replaced. Boots, shoes, belts, and other leather accessories shall be maintained in a clean and shiny condition. Nametags shall be maintained in a clean, shiny condition. Shirts and pants must be ironed as necessary.

When engaged in routine work assignments that may cause damage to clothing, Explorers may protect their uniforms by covering them or by wearing another shirt.

8.1 Use, Issuance & Replacement (cont'd)

Explorers shall wear all components of the uniform. It is not permissible to mix uniform parts with civilian clothing.

When traveling to and from Explorer activities, members may wear their uniform.

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Adult Leaders and Explorer Officers shall be responsible for determining if members are properly attired for the activity being performed.

Explorers not in the proper uniform will result in disciplinary action, which may include the Explorer not being eligible to participate in the current activity.

Explorers are not authorized to be issued badges or to wear badges at any time.

Explorers will be issued a jacket for participating in the winter months. This jacket can be worn to or from any meeting, and may be worn during the meeting at the discretion of the officers present due to weather conditions. The jacket must be returned with all other uniform components, and will have to be paid for by the Explorer or Parent(s) if it is lost or damaged and needs to be replaced. Explorers are responsible for cleaning and maintaining their issued jacket.

Explorers shall wear a watch with every uniform.

An Explorer may carry their own tools, as approved by the Post. An Explorer may carry a folding knife if desired. The carrying of the knife must conform to all applicable state and local laws. Knives with fixed blades are prohibited at Explorer events. Any Explorer who carries a knife not conforming to these guidelines will be required to remove the knife and give it to the Instructor for the remainder of the meeting. If an Explorer continues to carry a knife not meeting these requirements they will be sent home and may lose all knife carrying privileges.

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8.2 Explorer Uniforms

There are four different Explorer uniforms. They are categorized Class 'A' through Class 'D'. For regularly scheduled training meetings, all Explorers shall wear Class 'B' uniform, or Class 'C' if they have not received a Class 'B'.

Class 'A' Uniform:

Shirt: Light blue button down shirt with Colorado Springs Fire Department patch on left sleeve and Explorer patch on right sleeve. All buttons buttoned. Explorer T-shirt is to be worn under this shirt.

Tie: Flat black tie issued at meeting. Shall have standard knot, bottom of tie shall come even with top of belt buckle.

Nametag: Metal with the Explorers proper first and last name, 'Fire Explorer' as the title, and inscribed with "serving since" and the month and year that the explorer joined, to be worn on the right pocket flap even with the top seam of the pocket.

Pants: Navy blue pressed uniform pants.

Belt: Black, leather, no pattern, with silver colored buckle, issued by Explorer Program.

Shoes: Black shoes with non-slip soles, solid black (safety type shoe, boots preferably) that can take a shine.

With the exception of the shoes, pants, and watch, everything in this uniform will be issued to the Explorer by the Post.

The Class A uniform will be worn at formal events when CSFD is wearing their Class A uniform.

An Explorer jacket may be worn with this uniform only if the Explorers are outside and weather conditions warrant.

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8.2 Explorer Uniforms (cont'd)

Class 'B' Uniform:

Shirt: Light blue button down shirt with Colorado Springs Fire Department patch on left sleeve and Explorer patch on right sleeve. All buttons will be buttoned with the exception of the very top, to expose the dark blue Explorer T-shirt beneath.

Nametag: Metal with the Explorers proper first and last name and 'Fire Explorer' as the title, and inscribed with "serving since" and the month and year that the explorer joined, to be worn on the right pocket flap even with the top seam of the pocket.

Pants: Navy blue pressed uniform pants.

Belt: Black, leather, no pattern, with silver colored buckle, issued by Explorer Program.

Shoes: Black shoes with non-slip soles, solid black (safety type shoe, boots preferably) that can take a shine.

With the exception of the shoes, pants, and watch, everything in this uniform will be issued to the Explorer by the Post.

The Class B uniform will be worn at any regularly scheduled training or administrative meeting.

An Explorer jacket or sweatshirt may be worn with this uniform at any time. However, an Officer may have everyone remove jackets and sweatshirts for presentations, inspections, or special appearances.

Class 'C' Uniform:

Shirt: Colorado Springs Fire Department uniform T-shirt with 'Explorer' silk-screened on front and back.

Pants: Navy blue pressed uniform pants.

Belt: Black, leather, no pattern, with silver colored buckle.

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- 8.2 Explorer Uniforms (cont'd)** Shoes: Black shoes with non-slip soles, solid black (safety type shoe, boots preferably) that can take a shine.

The Explorer T-shirt is the only thing that the Post will issue in this uniform. This uniform is for probationary Explorers, but may also be used for outdoor activities that are not PT. After 90 days in the Post, with twelve meetings in attendance, completion of all probationary meetings, successfully passing the probationary test and good standing in the post, the Explorer will be issued a Class B uniform.

The Class C uniform shall be worn by all Probationary Explorers at all regularly scheduled training and administrative meetings.

An Explorer jacket or sweatshirt may be worn with this uniform at any time. However, an Officer may have everyone remove jackets and sweatshirts for presentations, inspections, or special appearances.

Class 'D' Uniform:

Shirt: Colorado Springs Fire Department uniform T-shirt with 'Explorer' silk-screened on front and back. Additional t-shirts may be purchased from the Post.

Shorts: Navy Blue Shorts. Shorts with "Explorer" silk screened on the left leg may be purchased from the Post.

Sweatshirt: Navy Blue Sweatshirt. Sweatshirt with 'Explorer' silk-screened on front and back may be purchased from the Post.

Sweat pants: Navy Blue Sweat pants. Sweat pants with "Explorer" silk screened on the left leg may be purchased from the Post.

Shoes: Athletic shoes of a neutral color.

Socks: White athletic socks.

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8.2 Explorer Uniforms (cont'd)

This uniform shall be worn for all physical training and may be worn under bunker gear.

T-shirts, shorts, sweatshirts, or sweat pants with worn, faded, cracked printing or material is not acceptable to wear with any of the above uniforms.

Explorers may purchase accessories to go along with their turnout gear. This may include flashlights, webbing, tools, and other items. Accessories are not purchased from the Post, and are on the Explorer's own accord. These items may be worn with the turnout gear, as long as they do not detract from the functionality of any issued items.

The Logistics Officer will be responsible for the inventory and issuance of all uniforms, with the approval of the Post Advisor and Post Leader. This Leader will conduct the bi-annual inventory of every person's gear and uniforms. Explorers must report any gear or uniform issues to their Squad Leader, who will get the uniform/gear approved for replacement.

Ride Along Approved Explorers shall be issued an additional Class B light blue button up shirt, for a total of two Class B uniforms.

Leather Shields: If an Explorer has completed the following requirements, they will be issued a leather helmet shield to add to their turnout gear: successfully completed probation, in good standing with the Post, and at least six months in the program. The six months will start with the enrollment date on the seniority list. This shield will then be considered part of the turnout gear, which the Explorer is responsible for the upkeep and return of. Under special circumstances an approval may be granted to purchase a leather shield with the Explorer's name stitched in it. In order to purchase a custom shield, the Explorer must have actively participated in the Post for at least one year, be in good standing with the Post, and must obtain approval from the Post Advisor. Once approved, the Explorer shall go to the person in charge of uniforms and gear and get the specification sheet for how the leather shield is required to look. The Explorer then

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goes to thefirestore.com website, orders and pays for their shield. Once obtained, the custom shield replaces the existing shield. When an Explorer leaves the Post, they may keep their custom shield that they purchased. The issued leather shield will be returned upon purchasing a personal shield.

EMT Patches: If an Explorer has obtained their EMT-B certification, they can request to add an EMT patch to their uniform. The patch is to be sewn on and worn over the right pocket of the Class B uniform shirt. To gain permission, the Explorer must submit a written request to the Post Advisor, and present proof of certification, such as a copy of the certificate.

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8.3 Advisor & Instructor

The required attire for Guest Instructors and Advisors will be the Colorado Springs Fire Department station uniform or other professional dress.

8.4 Safety Gear

Each explorer shall be issued the following equipment, as necessary, for training:

- Turnout coat
- Turnout pants with suspenders
- Turnout boots
- Helmet
- Flash Hood
- Safety Glasses
- Gloves (both structure and work)
- Leather Shield (as applicable)

8.5 Care & Use of Property

Fire Explorers shall be personally responsible for all items issued to them by the fire department and Explorer Program.

PPE shall not be worn outside of Explorer events without written permission from the Post Advisor. Any Explorer who wishes to use PPE outside of an Explorer event must send an email or letter asking for permission and stating why and when he/she wishes to use it.

Once issued, Fire Explorers shall neither loan nor borrow any items without the approval of an Advisor. Loss or damage of any property shall be immediately reported to the Post Advisor. An Explorer may not modify any part of his/her PPE without written permission from the Post Advisor. An Explorer who modifies gear without permission shall be subject to discipline. Keeping your assigned bunker gear clean is the responsibility of the Explorer. Rinse off gross products and then work with fire station 18 to have your bunker gear washed.

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8.6 Return of Property

When an Explorer is suspended, resigns, or is separated from the Fire Exploring Program for any reason, including a leave of absence, the Explorer must return all items issued no later than the last day of participation. Items are to be turned in to an Advisor or his designee. All items must be turned in at the same time. Including any safety gear and Class 'B' uniform.



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CHAPTER 9 - POST ACTIVITIES

Post activities shall be planned around the Learning for Life five areas of emphasis: Career Opportunities, Life Skills, Citizenship, Character Education, and Leadership Experience.

Examples of activities to familiarize Explorers with the nature and complexities of the fire service may include, but are not limited to, the following:

- Participate as observers in ride-along programs
- Assist station personnel with equipment and station maintenance
- Participate in company or individual training
- Assist with fire prevention inspections
- Assist with crowd and traffic control at fire department functions
- Participate in public education programs

Explorers are to be assigned to the permitted activities on the basis of their training, ability, and experience. It is the responsibility of an Advisor to assign an Explorer only to those duties for which they are prepared.

Other activities include formal drills held at the tower, station, field trips, and academy sessions.

9.1 Meetings

The Explorer Post shall conduct at least four meetings per month.

Meetings will be conducted every Wednesday, with the exception of the fourth Wednesday, as well as the Saturday following the Third Wednesday (the tower day). Schedules will be available through the Explorer website (csfdexplorers.org). Explorers are responsible to check the website. Explorers will be notified if changes occur via email and/or phone.

The first Wednesday of each month is the EMT Prep meeting. At this meeting, the Post will commence for training on a medical topic.

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9.1 Meetings (cont'd)

The second Wednesday is a station tour. The Post will meet at a fire station. Every month, the Explorers will visit a different station in ascending numerical order, starting with Station 1 and ending with Station 22 or 2x.

Each month is a Colorado Springs Fire Explorer Advisory Board meeting. The board will meet and review last month's meeting minutes, and have a finance report, an Explorer Report, and to talk about new business, projects, and the upcoming schedule. The Advisory Board Liaison and/or Post Leader are required to be at every board meeting, other Explorers are welcome to attend.

The third Wednesday of each month is the Fire Prep meeting. Each month will be a different fire training topic.

The Saturday following the third Wednesday is a tower day. At this meeting, Explorers will participate in PT, classroom, and drill field activities. They will do hands-on training relevant to the topic learned at the Fire Prep meeting. This is an all day, 0830-1600, meeting.

Special meetings frequently occur. These will include community projects, as well as special Explorer Training. These meetings may not always be disseminated a month ahead of time, but the Post Leader will ensure everyone is notified in a timely manner. It is the Explorers responsibility to check the website, their email and to keep their phone number up to date with the Post.

If good accountability and personnel tracking is upheld, the post may be eligible to help out the department with large incidents. This emergency activation will be on an immediate basis, and cannot be planned ahead of time. If eligible, the Explorers will not enter an IDLH environment or participate in direct emergency mitigation of the incident, but may help with equipment, perimeter control, rehabilitation, or other ancillary duties. This will be requested by the department, and approved by the Incident Commander and/or the Post Advisor.

9.2 Ride-alongs

See Chapter 11

9.3 Station Visits

Explorer station visits shall be defined as when an Explorer who is not approved to ride-along wishes to visit a station for work assignments and/or extra-curricular training.

Routine station visitation may be arranged through the Post Advisor. The Post Advisor will request permission through the Company Officer in charge of that station. The Explorer shall arrive at the assigned station and report to the Company Officer at the designated time that has been pre-arranged. If the Explorer does not arrive or is tardy, it will be the Company Officers responsibility to handle the situation and advise the Post Advisor.

The Company Officer or their delegate shall brief the Explorer of all expectations during the station visitation. Explorers will be entered into the training calendar.

Explorers shall keep busy working in one or more of the following areas during their station visitations: station/equipment maintenance, training/drill, or self-study.

Explorers shall notify the Company Officers or their delegate when a work assignment or training has been completed. Explorers may be requested for special projects through the Post Advisor.

9.4 Transportation

During transportation to and from planned Explorer activities, a common departure site and destination shall be used. When an adult is driving, the minimum requirement is one adult per vehicle and two or more youth members. Never one on one.

Fire Explorers shall not operate city or fire department vehicles at any time, unless they have been approved to do so by the department, such as being a department civilian employee or department volunteer. This shall be approved by the Post Advisor.

Fire department vehicles may be available for use for authorized Fire Exploring activities. An Advisor can make vehicle arrangements.

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9.4 Transportation (cont'd)

Fire department vehicles may be operated by fire department employees or qualified Advisors. All qualified drivers need to possess a valid State of Colorado driver's license.

The operator must be licensed to drive the type of vehicle used and must be familiar with its operation. If the vehicle is meant to hold over 15 passengers or a certain weight, the operator must possess a valid CDL license approved by CSFD. The operator must check the vehicle thoroughly and be sure it is in good working order.

Fire department vehicle operators shall not violate any traffic laws. Operators shall set a good example for other drivers.

9.5 Accidents: Private Vehicle/CSFD Business

Explorer owned vehicles are not to be used for fire department business.

Explorer owned vehicles may at times be used for Explorer business. This may include the carrying of Explorers, equipment, or gear for an Explorer event. The Explorer who is driving must have a valid license and insurance, and be approved to drive others by the Post Advisor. They must follow all traffic regulations.

For any Explorer who drives a considerable amount for an Explorer function, they can be reimbursed for mileage by the post. The Explorer will do this by filling out and turning in an expense report, as well as an affidavit of miles driven. The mileage reimbursement request should be preapproved. They will be reimbursed based on the IRS current yearly reimbursement rate per mile.

9.6 Leadership Requirements for Trips & Outings

Two registered adult leaders, or one adult and a parent of an Explorer, one of whom must be at least 21 years of age or older, are required for all trips or outings. Coed overnight activities require male and female adult leaders.

9.7 Sleeping Arrangements

Male and female leaders require separate sleeping facilities. Married couples may share the same quarters if appropriate facilities are available.

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9.7 Sleeping Arrangements (Cont'd)

Male and female youth participants will not share the same sleeping facility.

When staying in tents, no Explorer will stay in the tent of an adult other than his or her parent or guardian.

9.8 Tour Permits

If the post plans a trip within 500 miles of its home base, a Local Tour Permit must be obtained. A National Tour Permit is required for trips in excess of 500 miles.

Tour permits have become recognized by national parks, military installations, and other organizations as proof that a post activity has been planned, is organized, and has capable, qualified leadership. These organizations may require the tour permit for entry.

The Post Advisor will help in securing a tour permit if necessary with Learning for Life.

9.9 Medical Information

Medical information shall be kept on file regarding each Explorer. This information will include any medical problems, medications, allergies, hospital preference, health insurance information, and emergency contact information. This information shall be kept confidential under the policies of the Healthcare Information Portability and Accountability Act (HIPAA).

CHAPTER 10 - TRAINING

Training Statement: Through training programs where the life skills of **Professionalism, Respect, Integrity, Duty, and Excellence** are taught to our members to build great firefighters and outstanding citizens.

Training consists of lectures, manipulative, and physical training; self-study, academics, and drills provided by qualified Officers, Firefighters and other Explorers.

10.1 Objectives

To provide the Explorer with a basic knowledge pertaining to safety.

To provide an insight into Fire and Emergency Medical Services at no substantial cost increase to the Fire Department.

To provide a uniform system of training so that all techniques learned will conform to Colorado Springs Fire Department standards. All Explorers shall learn, train, and practice in accordance with the most current CMCB (Colorado Metropolitan Certification Board) Job Sheets.

To provide career training and work experience along with positive physical and mental development.

Fire Explorer training is designed to expose the Explorer to a high standard of training, equivalent to recruit academies.

With continued participation the standard that Explorers are trained to can increase. Explorers are currently exposed to and evaluated using a Firefighter I, and some Firefighter II job sheets.

10.2 Fire Station Education Material

Explorers may use, but may not remove any books, A/V aids, or other training material that they find at the fire stations. The Post Advisor can help Explorers obtain any material they may need to prepare for classes or to complete an assignment.

10.3 Reports & Records

All training must be recorded. The Explorer Post Documentation Officer will be responsible for recording and filing all training activities. The training records will be kept on file by Calendar year.

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10.4 Qualified Instructors

Any individual knowledgeable in the subject matter to be delivered is considered a qualified instructor.

Qualified instructors shall be approved by the Post Advisor.

10.5 Ideas for Training

If an Explorer has a training request they can express this request or idea for training through their Chain of Command, or present it at the Advisory Board meeting.

10.6 Training with Line Personnel

On occasion the Explorers will be training with line personnel. Whether it is in the classroom or on the drill field, the contact with the line needs to be respectful and professional. The exposure you can gain from training with various companies is invaluable.

10.7 Classroom conduct

1. Uniform for classroom will be the Colorado Springs Fire Explorer class B uniform unless otherwise instructed.
2. Food is not allowed in the classroom. Water or a sports drink will be allowed after physical fitness until the first classroom break. All containers used in the classrooms must be spill-proof.
3. Horseplay will not be tolerated. Professional attitudes and actions are expected at all times. Safety is a must for all Explorers, Advisors and Instructors.
4. Explorers are responsible for all assignments. Assignments must be completed and turned in on time. If you are absent, you are responsible for obtaining material from other Explorers.
5. Unless otherwise directed by your Instructor, if you wish to ask a question during class, raise your hand and wait until you are called upon to reply. Talking will not be permitted in any classroom or on the drill field during lectures

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10.7 Classroom conduct (cont'd)

or demonstrations. Talking will only be permitted during break periods.

6. Do not fall asleep in class. **Stand at the back of the room if you are tired.**
7. Classrooms will be kept clean and well maintained at all times.

* See Chapter 2, under Responsibilities of Lead for information on the Lead Explorer.

10.8 Drill Field Conduct

1. Keep safety in mind at all times.
2. Explorers are expected to perform manipulative skills exactly as taught. Experienced firefighters may sometimes use personal judgement and techniques developed through experience, but this is not an option during the academy.
3. All safety equipment (personal protective coat, pants, boots, helmets, hoods, gloves, and safety glasses) shall be used during all training tower and drill field activities, unless advised otherwise by the Instructor.
4. Performance on the drill field will be in teams. Any questions or request to the Advisors must follow the chain of command.
5. Listen carefully and pay strict attention while on the drill field. Follow all orders without delay.
6. Whenever possible, observe evolutions in which you are not involved, in order to learn from others.
6. Horseplay will not be tolerated. Professional attitudes and actions are expected at all times. Safety is a must for all Explorers, Advisors and Instructors.
7. Immediately report any unsafe acts or conditions to the Advisors and Instructors.

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CHAPTER 11 - RIDE-ALONGS

11.1 Training for Ride-alongs

In order to be eligible for a ride-along the Fire Explorer must be 16 years of age and in good standing with the Post. The Explorer must have good attendance and shall not be on Academic Probation. Ride-along eligible Explorers must maintain a GPA of 3.0 and possess NIMS 100 and NIMS 700 certifications.

Ride-along training is presented to an Explorer before the Explorer is tested and approved to participate in the ride-along program.

The ride-along training is intended to allow the Explorer to become familiar with terminology, familiar with identification of, as well as, use of equipment and operations of the Colorado Springs Fire Department. The ride-along training shall cover the following:

Responsibilities of the Colorado Springs Fire Explorer Program

Fire Department Organization: Fire Department Complex Staff, Districts, Divisions, Stations, and Companies.

Chain of Command: Basic Rank Structure (Explorer – Fire Chief).

Station Routine and Procedures

Rules and Regulations: Policies and Procedures, Exploring Program Goals and Guidelines Handbook.

Communications: General understanding of proper radio terminology and procedures. Also, be familiar with telephone procedures and verbal orders.

Personal Protective Equipment: Be able to wear appropriate gear for the particular incident and know characteristics of all pieces of protective gear (from structure to medical PPE).

Breathing Apparatus: Identify main parts and general purpose. Have the ability to change SCBA bottles at an

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11.1 Training for Ride-alongs (cont'd)

emergency scene.

Hose Lays: Identify hose types, hose lay terminology including sizes of hose, and types/sizes of couplings. Be able to name and use hose rolls. Be able to identify normal compliments of hose for a CSFD engine company (by size and amounts), use of different hose appliances, proper placement of appliances, hose loading, and pulling of hoses, including taking a hydrant and stretching a pre-connect.

Fire Behavior: Possess a basic knowledge of factors associated with fire behavior. I.e. classes of fire and ways to extinguish fire.

Fire Extinguishers: Be able to identify types, uses of, and specifications of CSFD fire extinguishers.

Ladders: Identify types of ladders, parts of ladders, ladders carried on specific apparatus. Be able to ladder a building with engine company ladders.

Ropes and Knots: Identify and be able to tie knots used in accordance with Colorado Springs Fire Department. Gain knowledge of the types of ropes used for rescue situations.

Equipment/Tool Identification: Explorer shall be able to identify and locate hand tools, appliances, nozzles, as well as other rescue & medical equipment on apparatus. Explorers shall use equipment with caution and in a safe manner.

Basic Tactics: Define general terminology related to basic firefighting skills for both structure and wildland.

Medical: Administer CPR, Certify to level of First Responder and/or Emergency Medical Technician - Basic.

11.2 Ride-Along Test

Approval to ride-along with Colorado Springs Fire Department is given only upon completion of the Ride-along Academy and passing a written and manipulative examination.

11.2a Written Test

The written test covers the subjects taught in the academy, subjects from probationary meetings, and the material from the Explorer Goals and Guidelines Handbook. A successful completion with a minimum score of 80% on the exam is required to become eligible to ride-along.

CSFD Explorers must also pass the Stations and Apparatus of Colorado Springs written examination, with a minimum score of 80%. The most up-to-date information will be provided to the Explorers at least one month prior to the Academy.

11.2b Manipulative Test

The last day of the ride-along academy will be set up in a fashion to allow Explorers to demonstrate proficiency in manipulative skills. Explorers will be proficient in ropes and knots, hose, ladders, PPE, SCBA, and equipment/tool identification in order to be approved to ride-along.

Upon successful completion of the ride-along test, Explorers will be allowed to begin the ride along process.

11.3 How to Schedule Rides

Explorers in the ride-along program are responsible for making all the arrangements to ride-along.

The Explorer will initiate the ride-along by calling the ride-along coordinator for the respective shift. Once a ride-along is arranged with the ride-along coordinator and set up with the company officer, the Explorer must file the appropriate paperwork.

A Colorado Springs Fire Department, ride-along permission to ride/release form must be turned into the Post Advisor at the fire station. In order to ride-along, the form must be filled out neatly, completely, and professionally, then signed by the Explorer and a Parent.

Request to Ride Forms must be turned in at least two weeks ahead of time.

Ride-Along Summary Forms must be turned in a timely matter after the ride occurred (usually one week).

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11.4 Ride-alongs

During the ride-along the Explorer shall keep the Explorer Post ride-along summary form filled out as necessary and at the end of the ride-along, this form must be completed in its entirety and forwarded to the Post Advisor for review.

The Explorer is responsible for having and turning in all the appropriate paperwork.

Failure to turn in the appropriate paperwork in a timely manner can result in individuals' ride-along approval to be revoked. If necessary the entire Explorer Post ride-along privileges may be revoked.

The Explorer should participate in the station routine at the direction of the company officer.

The Explorer riding can schedule a ride-along between the hours of 0800-2100. The Explorer will leave the fire station at 2100 hours or as soon as possible after returning from an assignment. The Explorer may not leave the fire station and come back. If the Explorer has to leave for any reason, that is considered the end of the ride along for accountability reasons. If you leave early contact an advisor to let them know.

Explorers may, under no circumstances, spend the night at the fire station. Failure to comply will result in suspension/termination of the Explorer, and revocation of Ride Along privileges for the Post.

A Company Officer may cancel your ride along at their discretion.

Participation by Explorers at emergency incidents shall be limited. Explorers may not:

- Be exposed to any IDLH environment.
- Be in close proximity of a structure fire until the fire is under control and deemed safe by HazMat.
- Participate directly in wildland firefighting, even if the Explorer possesses Red Card certification. With the proper safety equipment, Explorers may assist at the engine or with mop up with permission from the

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11.4 Ride-Alongs (Cont'd)

Company Officer.

- Ride on Wildland 4 or Wildland 9 out of the city.
- Be exposed to hazardous materials, potential explosions, hazardous traffic, violent patients, or possible physical harm, during any incident. The Explorer may have to stay on the apparatus at the scene of an incident in traffic.
- Participate on Haz-Mat incidents in any capacity. With the Company Officer's approval, may assist with ancillary duties (i.e., participate in cold zone as messenger, establish and maintain incident boundaries, etc.).
- Participate in direct patient care, except in a very limited capacity, at the company officer's discretion.
- Have any contact with bodily fluids.
- Participate on civil unrest incident responses in any capacity.
- Ride on July 4th or December 31st.
- Ride at Fire Station 8.
- Ride on any Squad
- Ride on Tactical Medical 2

Explorers are expected to show up to the station in Class B and follow uniform guidelines at all times. They must also bring with them their turnout gear, safety vest, safety glasses, SCBA mask and bag, accountability tag, work gloves, PT uniform, Explorer jacket, Explorer fanny pack, binder and forms, as well as study materials or Explorer tasks.

Some stations/shifts cook meals together, some stations/shifts brown bag. The Explorer should call the station ahead of time to find this out, as well as bring food of their own in case they need it. If eating with the crew, the Explorer shall pay for their chow. Please pay the person in charge of the chow fund.

When the Explorer arrives at the station, which should be no less than 15 minutes before their ride is scheduled to begin, they must introduce themselves to every crew member, as well as Battalion Chiefs if present.

The Explorer will follow, or "shadow," the firefighter on

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11.4 Ride alongs (Cont'd) duty, and inform them that the Explorer has a form to fill out and a pager will be needed after every call to gather needed information.

On incident scenes, an Explorer must wear gloves and eye protection on all medical calls and wear safety vests on all traffic accidents.

If the Explorer is sick or otherwise needs to cancel the ride, he or she must inform the station, the shift coordinator, and the post advisor.

The explorer should have a meeting with the crew at the beginning of the ride to go over the Ride Along Guidelines form attached in Appendix A.

Explorers will follow the discretionary measures of the crew at all scenes.

Ride Along Liabilities: There are liabilities involved when an Explorer participates in patient assessment and care on medical scenes. If the Explorer is First Responder or EMT, and the crew has them perform actions within their scope of practice, the Explorer must realize they are doing so without a Medical Director. Only the Good Samaritan Laws of Colorado protect them in the legal setting. The Explorer must also realize they are taking on the legal responsibilities associated with negligence, abandonment, and patient consent. The crew should assume these risks and only have the Explorer perform ancillary duties.

******COMPANY OFFICERS SHALL BE RESPONSIBLE FOR THE SAFETY OF EXPLORERS DURING RIDE-ALONG ACTIVITIES. RIDE-ALONG PARTICIPANTS SHALL NOT BE CONSIDERED PART OF THE CREW FOR STAFFING PURPOSES AT ANY TIME.******

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CHAPTER 12 - INJURIES, ACCIDENTS AND PROPERTY DAMAGE

Following are the Learning for Life and Colorado Springs Fire Department guidelines to follow in the event of injuries, accidents, and/or property damage.

12.1 Injuries to Explorers

1. Obtain the needed medical attention for the injured Explorer.
2. When filling out doctor or hospital billing forms, the billing should be directed as indicated below.

Program insurance coverage is designed to provide protection for all Explorers and Advisors in the Exploring Program. If an injury occurs that requires medical attention, the Post Advisor shall be notified immediately.

Explorers engaged in any sponsored, supervised Exploring activity, or en route to or from the activity (as long as no route deviations for personal reasons are made) are covered as follows:

Coverage #1: The primary insurance coverage is utilization of any policy of medical insurance carried by the Explorer, the Explorers parents, or legal guardians. This policy shall be used to its maximum provided limits and until policy coverage is exhausted.

Coverage #2: The secondary insurance coverage is utilization of any policy of medical insurance carried by the Explorer, the Explorers parents, or legal guardians. This policy shall be used to its maximum provided limits and until policy coverage is exhausted.

Coverage #3: Accident coverage is provided through Learning for Life.

If an injured member does not have personal insurance, the Learning for Life Insurance, (or Coverage #3 takes place of having personal medical insurance) pays all medical bills resulting from a covered accident up to the limits of the policy.

If a member has personal insurance, the Learning for Life insurance plan pays any bills not covered by their personal insurance, such as deductibles, co-pays from their insurance, excess charges, etc. Remember this only covers up to the limits



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of the policy.

12.2 Special Policies The Learning for Life Exploring Division provides comprehensive general liability coverage to protect Explorers, Advisors, and activity sponsors for all activities. Special events may require additional liability coverage; Learning for Life requires two weeks advance notice to prepare the policy.

Additional Insurance Additional insurance may be required and can be purchased with the assistance of Learning for Life.

12.3 Injuries to Citizens If a citizen is injured as a result of an authorized Exploring activity or actions of any Fire Explorer(s) participating in an authorized activity, immediately summon the necessary medical attention. Remain at the scene until a Colorado Springs Fire Officer arrives to prepare necessary reports and conduct any further actions as required. The Post Advisor must be notified.

12.4 Damage to Property Remain at the scene until a Colorado Springs Fire Officer arrives to prepare necessary reports and conduct any further actions as required. The Post Advisor must be notified.

CHAPTER 13 – COMMUNICATIONS

13.1 Telephone Use and Procedures

Telephones in the Fire Stations are to be used for fire department and Fire Explorer business only. Explorers are able to answer the phone and may use the phone with permission after instructions.

When answering the telephone, Explorers are representing the Colorado Springs Fire Department. This may be the first impression someone has of you or the fire department. Please be courteous, friendly, and tactful.

Answer the telephone promptly and identify yourself. (Example: “Fire Station _____, Explorer _____, may I help you?”)

Know the names of who is on duty at the respective fire station. It may help to write the names of the personnel assigned to the station on a piece of paper and carry it with you.

Station personnel can instruct you on how to use the phone, to place a caller on hold, and do a station page. Act professionally at all times.

You may use the telephone to make appropriate phone calls with permission. You must first dial a '9' and wait for a second dial tone and then dial the number you wish to reach. Please keep phone calls to a minimum and less than 10 minutes in duration.

13.2 Personal Electronic Device(s)

Personal electronic device(s) include all electronic technologic devices that will allow someone to communicate with others or access different types of media.

Personal communication device(s) will be allowed at Explorer assignments only if permission is granted.

13.2 Personal Electronic

The personal communication devices will be your

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Device(s) (Cont'd)

responsibility; therefore, the fire department will not be responsible for any loss of a personal communication device(s). If allowed, the personal communication device(s) will be set in a fashion that will not disrupt any training or station activity. The personal communication device(s) need to be on silent or off during any Explorer activity. Personal communication device(s) are not allowed on the drill field during Explorer training events.

If you do not have permission to have your personal communication device on your person it needs to be off and/or silent in order to not cause a distraction and not be on your person.

If a call to a parent needs to be made, the Explorers may request use of the Explorer cellular phone held by the Post Advisor at any time, as long as it does not disrupt the current actions or teaching.

13.3 Computers

The station computers are off limits for Explorer use unless under the direct supervision of a fire department employee. Explorers will be allowed to use the computers for an assigned project.

13.4 E-mail

Explorers have access to e-mail, it is the responsibility of the Explorers to inform their Squad Leader of their information. E-mail is helpful in keeping up good communication. Checking e-mail often is important and helpful with communications. E-mail can be used to communicate schedules of activities, questions, etc. The Post Leader will usually send an update via email to every leadership member once per week, with a courtesy copy sent to the Post Advisor.

APPENDIX A

This is a brief list for new explorers written by a former explorer who was in the program for three years. It is designed to give new explorers information to help them be successful in the Explorer Program.

First off, the CSFD Explorer Program was started to give young people an insight into the workings of the fire service. In order to make the most of this program, you should be prepared to work as if you are going into the job yourself. Be prepared to push yourself mentally and physically and always remember that you will get out of the program what you put into it. If you come to meetings with a good attitude and ready to work, you will find the program both challenging and rewarding. You will also have more opportunities to learn, serve, and grow as you will be asked to participate in more activities.

Come to Explorer events on your “A” game. Instructors are always impressed by Explorers who are willing to work and learn.

Don’t stay up too late before an event. If you know that you’re going to be tired at the meeting, it’s probably due to bad planning on your part.

Procrastinating on paperwork is never a good idea and could cause you to miss out on exciting training.

Take every opportunity to learn new information and skills.

Learn to be both an excellent leader and follower.

Know your handbook.

Always show up early to meetings and events. 15 minutes is good for most meetings, but even earlier is better for Academy days, Tower Days, and some off-site events. Note: Don’t show up overly early to Station tours. Those are the firefighters’ homes.

Extra uniform items such as belts and watches are always appreciated.

If you have an opportunity to volunteer at an event, take it.

Always move with a purpose.

If an instructor is speaking, it means you shouldn’t be.

Be the one to volunteer when something needs to be done.

Be sure to bring everything that you need for a meeting with you. If in doubt, take it just to be safe.

Go to the Ride-Along Academy. Of all the things in the Explorer Program, this one will teach you the most.

Stay in shape.

Always stay with your partner. Be sure that you have one at every meeting. After you sign in, this is the first thing you should do.

If you’re new to the program, do everything you can to be paired with someone who isn’t.

Memorize the Code of Conduct. You will be tested on it.

If you don’t know what you should be doing, ask.