



Hibbing Fire Explorers Post #4232

Standard Operating Procedures

Mission Statement

- Mission: To provide young adults with training, mentorship, and experience in fire and emergency services, preparing them for future careers in public safety and community service.
- Objectives:
 - Teach fire ground basics, EMS, safety, and teamwork.
 - Develop leadership, discipline, and responsibility.
 - Encourage civic engagement and volunteerism.
 - Provide a pathway into the fire service and related fields.

Table of Contents

Mission Statement	2
Application Process	4
Explorer Advisor Team	5
Interview	6
Explorer Forms & Fees	7
Rules & Regulations	8
Attendance	9
Communication	10
Uniforms & Appearance	11
Fire Gear	14
Explorer Meetings & Events	15
Explorer Officers	16
Ride-Alongs	18
Safety	19
Standards of Conduct	20
Privacy	21
Acknowledgment	22

Application Process

Contacts

Any members interested in joining the Fire Explorers Program will need to contact 1 of the 2 Advisors; contact information below:

Gio Angelo (Lead Advisor):

Email - GioAngelo@hibbingmn.gov

Sarah Voss (Advisor):

Email - svoss@ci.hibbing.mn.us

Facebook:

Hibbing Fire Explorer Post #4232

City of Hibbing Website:

Cityofhibbing.gov

Explorer Advisor Team

Lead Advisor

The Lead Advisor has the immediate responsibility of the Explorer Post. This position holds the ultimate authority within the Post and he/she is responsible for all activities, giving direction to the Explorers and Advisors.

Requirements:

- Must be a minimum of a Firefighter/Paramedic employee of the Hibbing Fire Department
- Must pass and complete the Probationary period at the Hibbing Fire Department
- Must complete the Youth Protection Training online and be approved by the Boy Scouts of America (BOA)
- Must complete a background check through the BOA
- Must pay annual (BOA) fee

Interview

All new members will be contacted to set up an interview date and time which will be held at the Hibbing Fire Department Headquarters unless stated otherwise.

This process will either accept or deny the members application to the program.

Formal attire will be required.

The applicant will receive results within one week of interview.

Explorer Forms & Fees

New members will be given the following forms that need to be completed and given to an Advisor before attending a meeting;

Application

- 17 years old or younger (Youth)
- 18 years old or older (Adult)

<https://my.scouting.org>

Youth Protection Training and Background Check

- 18 years old or older must complete the online YPT training including advisors

Emergency Contact

Social Media Policy

Acknowledgment of SOG's

Fees

There is an annual \$50 application fee per member as this program is a sub group of the Boy scouts of America in which members are insured under BOA during events and trainings. This fee may be subject to change.

A fee of \$100 is required annually by the explorer program. This fee gets applied to uniforms, gear, and any other additional items.

Fees must be paid prior to attending a meeting.

Rules & Regulations

New Explorer Member Probation

All new members will complete a minimum of a 3 month probationary period (6 meetings) prior to obtaining full membership. This probationary period may be extended at the discretion of the Advisor(s).

Requirements:

- Will not participate in Ride Alongs
- All fees and paperwork must be completed
- Must have a Class B Uniform
- Must in good standing with Post #4232

New probationary members may be dismissed from the program without reason during their probationary period at anytime by the Advisor(s).

Attendance

All members are required to communicate on the BAND app if they WILL or WILL NOT be attending a meeting.

Attendance will be taken at each meeting by Explorer Captain/LT and handed into advisors for record keeping.

Unexcused Absences

Unexcused absences not communicated through BAND will result in a verbal warning proceeded by the three strike written warnings, thus followed by termination.

Unexcused absences also includes communicating through BAND that the participant will be attending a meeting, but does not show up without any prior notice.

Excused Absences

Absences for illness must be through BAND notice.

school events or
communicated
with a timely

Fire Explorer Attendance Sheet

Communication

All communication will be done on the BAND app prior to an event/training. A one week notice will be sent out by an Advisor prior to all training nights. Explorers or parents must respond with a yes or no advising if they will be attending or not. If no communication is made on BAND the unexcused absence policy will be implemented.

Contacting Advisors

Explorers or parents needing to contact advisors must have a minimum of 2 advisors attached to all messages/groups or no reply will be given.

Uniforms & Appearance

Uniforms:

Both Class B and Class C (t-shirt) uniforms will be provided and must be returned to the post upon membership termination. If uniforms are not returned after 2 weeks of termination, a flat fee of \$15 will be charged to the member and will be received via email. If the initial fee is not paid, a weekly interest will apply until the balance is satisfied. Each explorer will be responsible for the care and laundering of his/her uniform. Worn or damaged uniforms will need to be reported to an Advisor and will be replaced on an as needed basis.

Class B Uniform:

- Blue button up shirt with designated patches and appropriate designating rank (officers only)
- Navy blue EMS pants
- Black uniform belt
- Black boots

Class C Uniform:

- Grey Explorer T-shirt
- Navy blue EMS pants
- Black uniform belt
- Black boots

Trainings - Class B Uniform (unless stated otherwise)

Meetings & Special Events - Class B Uniform

Ride Alongs - Class B uniforms, Grey Job Shirt with appropriate patches and stitching

Any additional Class C uniform shirt may be purchased (price may vary) with the approval of an Advisor.

Any uniform apparel/equipment purchased by an Explorer is his or her property and may be kept after completion of the Explorer program.

Job shirts follow the uniform policy if it is:

- Light grey in color
- Have appropriate patches and stitching (Hibbing Fire Department Patch-Left upper arm, Hibbing Fire Explorers Patch-Right upper arm, First Initial and Last Name stitched in white writing above right chest pocket ex: J. Doe)

A Hibbing Fire Department patch will be provided by the department upon request from an Advisor.

A Hibbing Fire Explorer Patch must be purchased personally upon request from an Advisor.

Any additional purchases needed for the Job shirt are required by the Fire Explorer.

Uniforms or any part of the uniform; may not be worn outside of Post functions.

Appearance

Male Members:

Will maintain good hygiene and be presentable at all times. Will not have any hairstyle/color, piercings, tattoos that draws undue attention and is noted to be unacceptable. Male Explorers facial hair must be properly groomed for all meetings, events and and ride alongs.

Female Members:

Will maintain good hygiene and be presentable at all times. Will not have any hairstyle/color, piercing, tattoos that draws undue attention and is noted to be unacceptable. Hair must be pulled away from the face and cannot interfere with the Explorers ability to perform tasks. No excessive makeup is permitted.

Neither male nor female Explorers are permitted to wear jewelry that distracts from their uniform or creates a safety hazard.

Fire Gear

Every member will receive fire gear fitted to the best of our ability due to limited supply and sizes prior to a meeting requiring this gear. Every member will be given a tub to store their gear in. Purchasing your own gear bag is permitted.

Care:

Members shall take care of their gear which includes; airing out all items when worn after meetings to prevent molding. If gear is in need of washing, members shall contact an advisor to compromise on a date and time to drop off and pick up gear from Headquarters. No gear shall be washed prior to any documented fire nights where gear will be worn. DO NOT WASH AT HOME. Fire gear requires a special extractor and soap.

Members will bring their full set of gear to meetings requiring it and all ride alongs unless specified otherwise.

Members are not allowed to take/post any pictures or videos in fire gear per the social media policy or to be worn any place other than permitted post meetings.

If letters are on the back of the bunker jackets don't specify Hibbing Fire, members may remove personally and carefully.

Members will be responsible for all damage, lost or not returned items. Upon termination of Fire Explorers, gear MUST be returned within 2 weeks or a fee will be charged to the member and will be received via email. Sticker price for each item of gear will be charged if not returned, lost or damaged. If the initial fee is not paid, a weekly interest will apply until the balance is satisfied.

Explorer Meetings & Events

This Post will typically conduct two meetings per month. Meetings may be subject to change and will be communicated with Explorers through BAND. Date and times of additional trainings and special events will be communicated through BAND as well.

Drill Meetings:

Will be held on the 1st and 3rd Wednesday of every month from 6pm - 8:30pm at the Hibbing Fire Department Headquarters (2320 Brooklyn Drive Hibbing, MN 55746) unless directed otherwise.

Trainings:

During training all safety rules will be adhered to. Proper safety equipment will be worn when performing a task.

Special Events:

Public events/special meetings will be communicated on BAND with a one week notice. An Explorer must attend at least one event per year.

Explorer Officers

Officers (Captain and Lieutenant) in the Explorer Post will be picked annually by the advisors in November and will take effect January 1st of the following year.

Explorers interested in promotion must complete and submit a written paper on "*What Leadership Means to Me*" prior to November 1st to be considered for the position.

Requirements:

- 16 years of age or older
- Be in good standing with Post #4232
- Show leadership qualities
- Display good morals and character

Advisor(s) reserve the right to demote an officer at anytime.

Under the circumstances that advisors must leave a meeting to respond to an emergency Explorer Officers will be required to stay at the station until all other explores have a ride home and have left the building.

Explorer Captain

This position will hold the highest rank within the Post.

Responsibilities:

- Attendance at the beginning of every meeting
- Uniform inspection
- Assist with set-up and take-down of training or events
- May be contacted to arrive early to meetings/events
- Stay at the meeting place to ensure everyone has a ride home

*In some circumstances Advisor(s) may have to leave to respond to an emergency during a meeting/event, the Explorer Captain must stay to ensure all explorers have left the building and have a ride home.

Explorer Lieutenant

This position will hold the second highest rank within the Post. The LT reports to the Captain and may be required to step up to the temporary position of Captain in his/her absence.

Responsibilities:

- Assist with set-up and take-down of training or events
- May be contacted to arrive early to meetings/events
- Meeting operations
- Assist Captain as needed

Ride Alongs

Explorers must complete their 3 month probation period prior and must be 16 years of age or older to be considered eligible for Ride alongs. Ride along times may be requested by the Explorer to an Advisor and will be accepted or denied. Only 1 explorer ride along is permitted per shift.

Scheduling Ride Alongs

- Contact Advisor to schedule a day and must be on a shift with an Advisor
- All ride alongs will be 0700-0700 (potential to finish later due to calls) Monday-Saturday
- Ride only on days discussed and scheduled with an Advisor

A ride along student packet and QR code ride form will be given to the interested member before the ride day and must be completed and handed in prior to riding.

Conduct During Ride Alongs

- Arrive 15 minutes early wearing Class B Uniform and must introduce his/herself to all crew members
- Bring all fire gear for potential Fire trainings/calls
- For potential down time, bring an appropriate activity (schoolwork, book...etc)
- No ride alongs are allowed upstairs and must follow the Privacy policy
- Explorers may assist on medical calls only under the supervision and direction of an Advisor and must be wearing all appropriate PPE.
- At no time will the explorer have any authority on fire or EMS calls.
- All safety rules will be followed such as wearing a seatbelt anytime in a moving vehicle, wearing safety vests on high traffic roadways, appropriate PPE...etc).
- Must integrate themselves into the crew and participate in all station duties/trainings.
- If an explorer is unable to attend their scheduled ride along both Explorer advisors must be notified as soon as possible.
- Explorers may not respond to any calls deemed potentially unsafe by the advisor

Safety

Safety must be stressed at all times at all meetings, social events, emergency operations, ride alongs and at the fire station.

Must adhere to the SOP's of the Hibbing Fire Department.

In the event an emergency scene becomes unsafe, the Explorer must return and remain in the emergency vehicle.

Standards of Conduct

All members of the post will maintain proper conduct at all times.

As a member of the Hibbing Fire Explorers program, you are a representative of the Hibbing Fire Department and are expected to be respectful, professional and courteous to everyone at all times. Any behavior that may give a bad impression of the program or the Fire Department may result in immediate dismissal. The following activities are not permitted:

- No profanity
- No smoking this includes vaping
- No drugs or alcohol
- No fighting
- No gossip

Reprimands

Any member who violates the rules and regulations will be given a verbal warning. Counseling will be used to make the member aware of the mistake and how to correct it. Any severe violations or multiple warnings will result in a written reprimand.

Discipline

Any Advisor can issue written warnings to any Explorer that is in violation of the post SOP's.

If after counseling the member and the first written violation had been given and the member continues to violate the same rule or SOG, a second written warning will be issued.

3 written warnings will result in termination of the member and his/her parent or guardian will be notified.

Privacy

HIPPA

Explorers will not provide any information to anyone pertaining to any fire or EMS calls.

Social Media

These privacy rules apply to all Social Media sites (Facebook, Snapchat, Instagram...etc). Explorers will not post anything pertaining to any fire or EMS calls.

No member shall post and/or take pictures/videos about any member of the Hibbing Fire Department or Explorer Program without prior consent. Pictures taken at events shall be used with the consent of parents or adult explorer on Hibbing Fire Department or Explorers Facebook Page.

Department Privacy

No member shall go into restricted areas within the department noted from an Advisor or member of the Department without consent.

Signature Page of Acknowledgment

The undersigned acknowledges that they have received, read, accepted, and agreed to the **Hibbing Fire Explorer Post #4232 Standard Operating Procedures**, and do hereby agree to comply with all statements contained therein.

Member Name (Print):

Member Signature:

Date:

Parent/Guardian Name (Print, if under 18):

Parent/Guardian Signature:

Date:

Lead Advisor Name (Print):

Lead Advisor Signature:

Date: